


SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF 60
2. CONTRACT NUMBER	3. SOLICITATION NUMBER DTFT60-08-R-00022	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 08/08/2008	6. REQUISITION/PURCHASE NO. FTA-08-0514	
7. ISSUED BY DOT/FEDERAL TRANSIT ADMINISTRATION OFFICE OF PROCUREMENT 1200 NEW JERSEY AVENUE, S.E., 4 th Floor – East (E42-318) WASHINGTON, D.C. 20590			8. ADDRESS OFFER TO (If other than Item 7) Ledra Post			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Refer to Section L.2 of this Solicitation for specific information on the submission of offers. All offers, and associated documents, are to be received no later than 3:00pm EST on Friday, September 5, 2008. This RFP is a competitive action set-aside for small business concerns. CAUTION — LATE Submissions, Modifications, and Withdrawals: See Section L. Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: 	A. NAME Ledra Post		B. TELEPHONE (NO COLLECT CALLS) AREA CODE 202 366-2502 EXT.		C. E-MAIL ADDRESS Ledra.Post@dot.gov
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OFFER (Must be fully completed by offeror)


NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE
			18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) 	ITEM Section G.
24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE		
Ledra Post			
26. NAME OF CONTRACTING OFFICER (Type or print) James Harper, Jr.		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

SECTION A: BACKGROUND

A.1 Purpose of the National Transit Database (NTD)

The National Transit Database (NTD) is a program of the Federal Transit Administration (FTA) in the U.S. Department of Transportation (DOT). It is the primary source of statistics on the transit industry in the U.S. The NTD collects detailed financial, operational, and capital asset data each year from over 650 transit providers in urbanized areas across the Nation, including Puerto Rico and the Virgin Islands. Each month, these transit providers also report data on ridership, service operations, and safety and security to the NTD. Additionally, State, Territorial, and Tribal Departments of Transportation report data on behalf of over 1,400 transit providers in rural areas. Under 49 USC 5335, which establishes the National Transit Database, all recipients of FTA Formula Grants under 49 USC 5307 (Urbanized Area Formula Grants) and under 49 USC 5311 (Formula Grants for Other Than Urbanized Areas) must report to the NTD. A number of transit providers in urbanized areas also report voluntarily to the NTD in order to benefit their local urbanized area in the apportionment of Urbanized Area Formula Grants.

This database serves many needs. As set forth in 49 USC 5335, the NTD was established by Congress “to help meet the needs of... the public for information on which to base public transportation service planning.” To accomplish this purpose, the statute directed the establishment of a Uniform System of Accounts (USOA) - uniform categories for financial and operating information reporting to the NTD by the transit industry. This allows local and State governments to make operating and capital cost comparisons across transit providers, and across transit options, such as a comparison of the operating costs and capital costs associated with a light rail system vs. a bus system.

In addition, NTD data underpins the annual apportionments by FTA of about \$6 billion in formula funding for urbanized areas. For this reason, the NTD Program also requires that data reported to the NTD be audited and certified by the Chief Executive Officer (CEO) of the reporting transit provider, as inaccurate data included in the NTD affects not only the funding of the reporting transit provider’s urbanized area, but of every other urbanized area as well.

Furthermore, NTD data are also essential to FTA in meeting a statutory obligation to report to Congress every two years on the condition and performance of the Nation’s transit systems. In addition to providing current and retrospective information for the Conditions and Performance Report (C&P Report) that fulfills this obligation, data reported to the NTD also underpins FTA’s Transit Economic Requirements Model (TERM), which is used to estimate the Nation’s transit capital investment needs over a twenty year period for the C&P Report.

Finally, NTD data also provides an essential source of data to FTA in meeting various statutory requirements, such as the Americans with Disabilities Act of 1990 and the Government Performance and Results Act (GPRA). NTD data used in FTA’s performance measures include, among others, total transit ridership, the number of counties with rural transit service, and transit-related fatalities and injuries.

A.2 NTD Reporting Modules

The NTD collects and processes many types of transit data in four reporting modules:

1. NTD Annual Module

The original NTD reporting module is for the annual reporting of data on revenues, expenditures, assets, service operations, and resource consumption by over 650 transit providers in urbanized areas (areas of over 50,000 persons) in the United States, including Puerto Rico and the US Virgin Islands. The data in this module is reported by each transit provider on the basis of each transit provider's fiscal year. The data in this module becomes the basis for the annual apportionment of approximately \$6 billion in funds by FTA under Section 5307 (including the Small Transit Intensive Cities (STIC) apportionment) and under Section 5309 funds for Fixed-Guideway Modernization. The following table summarizes the typical Annual NTD Module reporting cycle, which is based on the fiscal year of each transit provider reporting to the NTD:

For Fiscal Years Ending:	NTD Report Due Date	Approximate Number of Reporting Transit Providers
June 30	October 28	350
September 30	January 28	100
December 31	April 30	200

Throughout the year, and especially during the four months between the end of a transit provider's fiscal year and the due date of the NTD report, the contractor will be responsible for providing technical assistance to the transit providers to assist them in the completion of their NTD reports. The bulk of the validation work under this contract, however, begins once the report has been submitted. Nevertheless, the quality of the technical assistance provided by the contractor will play a significant role in reducing the time and effort needed to complete the validation process.

2. NTD Monthly Module

The second NTD module is for the monthly reporting of ridership and service operations by the urbanized area transit providers. The Monthly NTD Module currently collects unlinked passenger trips, vehicle revenue miles, vehicle revenue hours, vehicles operated in maximum service, and the number of service days. While all of the data elements in this module are also reported in the Annual Module, the Monthly Module serves two important needs. First, it provides operational data on a timelier basis than the Annual Module, as it is not reliant upon the completion of each transit provider's fiscal year. Second, because data are reported monthly, it is able to produce an annual transit operations data set on a calendar year basis. The Monthly Module requires continuous data validation by the contractor to support the monthly publication of this data on the NTD Website and the monthly performance reports requested by FTA.

3. NTD Safety & Security Module

The third NTD module is for the monthly reporting of transit safety and security data by the urbanized area transit providers.

In general, transit providers in urbanized areas are required to submit a detailed report to the Safety & Security NTD Module for each major incident, which includes all incidents involving one or more fatalities, one or more injuries requiring immediate transportation away from the scene for medical treatment, more than \$25,000 in property damage, or an immediate evacuation for life-safety reasons. Transit providers in urbanized areas are then also required to provide either a monthly or quarterly summary report of minor incidents, depending on the size of the reporting transit provider. The NTD Safety & Security Module Reporting Manual on the NTD Website, www.ntdprogram.gov, provides complete details on the current requirements for the Safety & Security Module.

Currently, the NTD receives approximately 8,000 monthly and quarterly minor incident summary reports over the course of each year from transit providers. In addition, the NTD also receives over 5,000 major incident reports over the course of each year from transit providers.

4. NTD Rural Module

The fourth NTD reporting module is for the annual reporting of rural financial, operational, capital asset, and safety data by the State, Territorial, and Tribal Departments of Transportation (DOTs) on behalf of the over 1,600 small transit providers in non-urbanized areas that receive grants under 49 U.S.C 5311. Currently, 53 Native American Tribes receiving Tribal Transit Grants from FTA report directly to the NTD. FTA expects the number of Native American Tribes reporting to the NTD to increase to between 100 and 150 over the next several years. 54 State and Territorial DOTs also report to the NTD on behalf of all other Section 5311 Grant Recipients that are not already reporting directly to the NTD as direct-recipient Native American Tribes or as reporters in urbanized areas. The Rural NTD Module is currently in its second year of operation.

A.3 NTD Rule

The NTD is established by law under 49 U.S.C. 5335. FTA implemented this statutory provision by issuing the NTD Rule at 49 CFR Part 630. The NTD Rule specifies the handling of requests for extensions, reporting waivers, late and incomplete reports, and of questionable data items. The NTD Rule can be found on the NTD Website, www.ntdprogram.gov.

A.4 Uniform System of Accounts (USOA)

The transit industry is comprised of many individual transit providers of both varying size and modes of operation. In order to achieve the desired consistency in reporting NTD data, it is necessary that all transit providers meet the same accounting and reporting requirements. Accordingly, FTA created and published the Uniform System of Accounts (USOA). The USOA is the basic reference document for the NTD. The USOA describes the accounting requirements for compliance in recording NTD data. The USOA is available on the NTD Website, www.ntdprogram.gov. The NTD contractor plays a key supporting role for FTA in ensuring that the provisions of the USOA are applied by NTD reporters.

A.5 Reporting Manuals

The Reporting Manual is the basic reference guide for each NTD Module, and guides the completion of submissions by reporters. Updates to the Reporting Manuals for each NTD Module each year also notify transit providers of reporting changes, announce new FTA requirements for the upcoming report year, and clarify existing reporting requirements. Updates to the manuals for these purposes will typically require modifications to the reporting software to

match the manuals, and vice versa. The Reporting Manuals also include a Sampling Manual, which is the newest reference document issued by FTA. The Sampling Manual describes detailed procedures for collecting unlinked passenger trips (UPT) and passenger miles traveled (PMT) through statistical sampling techniques. Although many transit providers now collect a 100% count of UPT, almost all transit providers must use statistical sampling to collect PMT. The most recent editions of each Reporting Manual are available on the NTD Website, www.ntdprogram.gov.

A.6 NTD Data Products

As noted earlier, NTD has a wide variety of uses, including transit planning, the Conditions & Performance Report, and various special analyses. There are also a number of standardized NTD data products that have been developed over time for both internal FTA use and for public users. Examples of these data products from previous years can be found on the NTD Website, www.ntdprogram.gov.

1. Transit Profiles

The Transit Profile is a one-page summary of the data submitted to the Annual NTD Module by each of the urbanized area transit providers (See Attachment 1 – Sample Transit Profile). Formats for these reports and data analyses have been developed over the years. FTA may propose minor changes to the format of the Profiles in future years, while retaining the overall one-pager format. A full set of Transit Profiles from previous years can be found on the NTD Website, www.ntdprogram.gov.

2. Transit Data Tables

The Transit Data Tables organize almost all of the financial and operational information reported in the Annual NTD Module by transit provider, mode of service, and type of service (See Attachment 2 – Sample Data Table). FTA may propose minor changes to the number and formats of these tables in future years, while retaining the overall scope of the tables as the basic output of data from the NTD Annual Module.

3. National Transit Summaries and Trends

The National Transit Summaries and Trends report summarizes the results of the current year's various NTD Modules and identifies trends in key aggregate statistics in the Annual NTD Module from previous years. To see the most recent version of this report, please refer to the NTD Website, www.ntdprogram.gov. FTA may propose changes to the scope and format of the exhibits in the NTST in future years.

4. Historical Data Tables

These tables present key operational and financial statistics from the various NTD Modules in time series format, organized by transit provider, mode of service, and type of service. FTA may propose the development of additional Historical Data Tables, such as through a Special Analysis (see below). These data tables will be updated annually.

5. Formula Apportionment Data Set

NTD data is the basis for three data sets that are produced annually to support the apportionment of federal funds. These data sets are:

Urbanized Area Formula Apportionment Data Set (Section 5307);
Section 5307 Small Transit and Intensive Cities (STIC) data set; and
Fixed-Guideway Modernization Data Set (Section 5309).

The formulas for apportioning Urbanized Area Formula Grants are specified by law. The data elements currently utilized in the formula apportionment are Vehicle Revenue Miles; Passenger Miles; Operating Expenses; and Directional Route Miles. Directional Route Miles are split by transit mode, type of service, and whether they are fixed guideway or non-fixed guideway. Congress could alter this formula, however, and somewhat different data might be required in the future.

6. Conditions and Performance Report

Every two years, FTA has a statutory obligation (23 U.S.C. 502(h) and 49 U.S.C. 308(e)) to report to Congress on the condition and performance of the Nation's transit systems. Most of the data from this report comes directly from the NTD. This report also includes estimates from FTA's Transit Economic Requirements Model (TERM) on the Nation's transit capital investment needs for the next twenty years. NTD data is a major source of data input into TERM. Although the report is only published every two years, FTA will typically request an interim update of the transit exhibits in the C&P Report each year.

7. Monthly Database

Each month, FTA updates the Monthly Database files on the NTD Website to reflect data from the most-recently reported month, as well as to reflect any changes or updates to previous months' data. The Monthly Database is comprised of two files, one containing the actual raw data from the NTD Monthly Module, and the other containing data that is adjusted to account for major data anomalies, such as a major change in the method of reporting by certain transit providers reporting to the NTD.

8. Monthly Ridership Report

Each month, FTA has a Conference Call with its Regional Offices to discuss the latest trends in transit ridership, and FTA's progress towards meeting its ridership goals. This Conference Call is supported by a report of ridership data for the Top 150 transit providers, with the data aggregated by mode, transit provider, urbanized area, FTA region, and the Nation as a whole (both as a National Total for the Top 150 and as an urbanized area average from the Top 150). Ridership data is presented based on the increase of ridership over a July to June Fiscal Year.

9. Urbanized Area Analysis

This analysis is produced each year to summarize transit data reported to the Annual Module by each of the Urbanized Areas covered by the NTD.

10. Rural Data Set

This analysis presents a compilation of data on rural transit from the Rural NTD Module and the Annual NTD Module. The base of the Rural Data Set is the subrecipient-level data from the Rural NTD Module. This data is then supplemented by information on rural transit service from the Annual NTD Module, provided by those transit providers that service both rural and urbanized areas.

11. Special Analyses

FTA frequently has needs for special data analyses of NTD data that are not included among the standard data tables and reports provided elsewhere in this contract. Additionally, FTA may request special analyses on behalf of the Congress, the Government Accountability Office (GAO), the Office of Management and Budget (OMB), DOT's Office of the Inspector General (OIG), DOT's Office of the Secretary of Transportation (OST), or the general public.

A.7 Annual Cycles

The annual cycles for data collection and systems development overlap. The following table illustrates the overlap for the Annual Module, using calendar year 2008 as a typical example.

Month	2007 Report Year	2008 Report Year	2009 Report Year
January '08	Reporting Deadline for October Fiscal Years	Continue Software Development	
February '08		Continue Updating of Reporting Manuals	
March '08			
April '08	Reporting Deadline for December Fiscal Years		
May '08	Closeout for October & January Reporters		
June '08		Complete 2008 Software and Reporting Manual	
July '08	Closeout for April Reporters	Database Opens for Reporting	
August '08	Final Database Closeout		Begin Identifying New Software Requirements
September '08	Apportionment Data Set and Final Reports Due		Report on Recommendations
October '08		Reporting Deadline for June Fiscal Years	Public Notice-and-Comment
November '08			Public Notice-and-Comment
December '08			Finalize New Software Requirements

A.8 NTD System Architecture

The NTD currently uses Web-based Internet reporting software linked to an Oracle Relational Database Management System. The system is currently supported by Intel-compatible hardware running on the Windows 2003 Server operating system.

The NTD Online Reporting System (ORS) consists of a three-tiered architecture that allows NTD reporters, data analysts and administrators, as well as software developers, to access the applications and data through a single point of entry based on permissions associated with a User ID and a password. The system currently consists of four production servers, and three servers for development, testing, and training.

In the first tier, users of the NTD connect to the Internet through their local connection protocols and access the NTD ORS through the Web Server. The Web Server and Production Server are in a secure Demilitarized Zone (DMZ), and are protected behind a firewall. The Web Server operates using JBoss Version 4.2.

The second tier consists of the Application Server, which currently runs JBoss and supports the front-end of the NTD application using Java. The Application Server is a component-based product that resides in the middle tier of the server-centric architecture. It provides middleware services, along with data access.

The third tier is the Database Server. The Relational Database Management System (RDBMS) for the NTD is currently Oracle 11. Further, database pre-submission validation is connected to ORACLE allowing automatic updating of information based on data input by reporting transit providers through the NTD Reporting Software. The ORACLE system is also used to manage and document communications that occur between the NTD staff and the reporters.

The remaining servers consist of three servers for testing, development, and training and another three servers for COOP/Disaster Recovery. All servers (production, COOP, and testing) will reside on the DOT network and domain, with the production servers located in the DOT primary data center in Frederick, MD, the COOP servers located in the FTA COOP data center in the DOT building in Washington, DC, and the test servers located at a contractor-provided location. The NTD Website, www.ntdprogram.gov, provides the gateway to the ORS. Access to the ORS is by a user ID and password. The Website also has a public area that provides general information about the NTD program, NTD user documentation, and access to NTD data. Both the public area of the NTD Website and the NTD ORS are configured to support all of the most-common Web browsers.

Reports from the Oracle Database are run through the ORS using Jasper Reports 2.0.5.

A.9 Further Information

Further documentation on the NTD, including reporting procedures, forms, definitions of operational terms, and NTD Reporting Manuals can be found on the NTD Website, www.ntdprogram.gov.

SECTION B: SUPPLIES OR SERVICES AND PRICES/COST

This requirement is set-aside for small business concerns.

This section will be completed at the time of award. The first portion of the requirement is for NTD Operations, Data Collection, and Data Validation (*CLINS 0001 – 0007). The second portion of the requirement is for NTD Systems Development and for NTD Special Analyses (*CLINS 0008 – 0012). The government anticipates awarding a hybrid contract with CLINS 0001 – 0007, 0010, 0011 firm-fixed price and CLINS 0008, 0009, and 0012 labor hour with a Not-to-Exceed (NTE) price. A NTE amount has been established for travel. See Section L: *Instructions to Offerors*, for further instructions regarding price proposal.

1. NTD Operations, Data Collection, and Validation:

BASE PERIOD				
1. NTD Operations, Data Collection, and Validation				
CLIN*	Description of Services	Quantity	Units of Measure	Price
0001	NTD Systems Operations	12 per year	Months	\$
0002	Annual NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0003	Monthly NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0004	Safety & Security NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0005	Rural NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0006	Production of Formula Apportionment Data Sets	Data Sets	EA	\$
0007	Production of Annual Reports and Update of Historical Data Tables	Set of Reports & Tables	EA	\$
2. NTD Systems Development, Special Analyses, and Training Workshops				
0008	NTD Systems Development	3,760 to 9,400 hours per year	Hours	\$
0009	Special Analyses	520 to 2,560 hours per year	Hours	\$
0010	NTD Training Workshop Support	2 to 10 per year	Training Support Sessions	\$
0011	Safety & Security Training Support	1	On-line Training System	\$

0012	COOP Implementation	50 to 500 hours per year	Hours	\$
0013	Travel		NTE	\$102,000.00
	Subtotal			\$
	Total			\$

OPTION PERIOD				
1. NTD Operations, Data Collection, and Validation				
CLIN*	Description of Services	Quantity	Units of Measure	Price
0014	NTD Systems Operations	12 per year	Months	\$
0015	Annual NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0016	Monthly NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0017	Safety & Security NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0018	Rural NTD Module: Data Validation and Technical Assistance	12 per year	Months	\$
0019	Production of Formula Apportionment Data Sets	Data Sets	EA	\$
0020	Production of Annual Reports and Update of Historical Data Tables	Set of Reports & Tables	EA	\$
2. NTD Systems Development, Special Analyses, and Training Workshops				
0021	NTD Systems Development	3,760 to 9,400 hours per year	Hours	\$
0022	Special Analyses	520 to 2,560 hours per year	Hours	\$
0023	NTD Training Workshop Support	2 to 10 per year	Training Support Sessions	\$
0024	Safety & Security Training Support	1	On-line Training System	\$
0025	COOP Implementation	50 to 500 hours per year	Hours	\$

0026	Travel		NTE	\$54,000.00
	Subtotal			\$
	Total			\$

**CLIN represents Contract Line Item Number*

SECTION C: DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 General Information

The contractor shall perform tasks, produce deliverables, and provide services as set forth in this statement of work (SOW). It is expected that the contractor can demonstrate technical expertise and the capability to carry out each task delineated in this statement of work.

FTA requires that the selected firm be capable of full operations on all CLINs on November 1, 2008. Due to the continuous nature of the NTD production schedule, this contract will require that the selected firm complete certain work products begun by the previous NTD contractor.

The NTD collects financial, operational, capital asset, and safety and security data for transit providers in both urbanized and rural areas. The contractor shall have subject matter experts on the team in order to successfully handle this data through collection, validation, analysis, and publication, as well as to coordinate the annual systems improvement and development processes.

The contractor shall perform several tasks at the same time: develop revisions to NTD systems, software, and manuals for the upcoming year; begin data collection for the current year; and complete validation for data from the previous year. The contractor shall improve and develop NTD software, using a process such as the Systems Development Life Cycle (SDLC) methodology, and standards such as the Project Management Institute (PMI) standards.

Changes to the NTD Software and to the NTD Reporting Manuals are subject to public notice and comment. Final decisions on the software changes made each year are dependent on completion of the public notice and comment process. FTA will provide preliminary decisions early in the software development process, but software in the Federal environment may periodically require accommodation of the notice-and-comment process.

C.2 Contract Line Items

C.2.1 NTD Operations, Data Collection, and Validation (CLINS 0001 – 0007)

CLIN 0001 (0014 if option exercised): NTD SYSTEMS OPERATIONS (Firm-Fixed Price (FFP))

The contractor shall operate, maintain, and improve the basic underlying IT systems and software for the entire NTD project. The contractor shall perform the following tasks:

- (1) Operations: Operate the hardware and software for all NTD Modules;
- (2) NTD Website: Develop and operate the website for the NTD Program;
- (3) IT Security: Comply with all statutory and regulatory requirements for Federal information technology systems;
- (4) Certification and Accreditation Support: Provide support for the certification and accreditation of the NTD by FTA's designated representative;
- (5) NTD Systems Maintenance and Enhancement Review: Make recommendations to maintain, improve and enhance the NTD systems, including the system architecture, the Website, and the Online Reporting System;

(1) Operations

The Contractor shall be responsible for overseeing the operation, maintenance and upgrading of the NTD System and all associated hardware. The Contractor shall operate the NTD Online Reporting System (ORS) and ensure that it accurately accepts submitted data, records that data in the database, and accurately returns that data in response to database queries and reports, in accordance with the system functionality described in the Reporting Manuals.

NTD system operations shall also include:

- Maintaining the operations environment;
- Maintaining a test and development environment for the testing of all application upgrades and security patches (including for the servers' Operating Systems) before deployment;
- Maintaining a Continuity of Operations (COOP) environment;
- Maintaining data archives of all NTD data;
- Deploying FTA-owned or FTA-managed network applications; and
- Handling the transition of the NTD to upgraded hardware and software platforms, as they are released over the course of this contract.

The contractor shall operate all NTD Modules using the existing architecture, and assume operations on November 1, 2008 in a smooth transition from the existing system. The contractor shall submit any alterations or improvements to the system architecture to FTA in writing for approval. All alterations and improvements shall adhere to the established Change Management and Software Development Life Cycle procedures for FTA. To ensure proper testing and tracking is done for all systems, all changes to FTA applications must be entered into a specified

change management system and approved by the FTA Configuration Control Board (CCB) in advance of the change.

FTA shall provide space for the housing of the NTD's production servers and for the housing of the Continuity of Operations/Disaster Recovery (COOP) environment for the NTD's backup production servers. FTA shall provide access to these facilities for the contractor's staff as necessary to accomplish the duties outlined in this SOW. The contractor shall be responsible for maintaining the NTD application on FTA-owned hardware, with the production equipment located in the DOT Data Center located in Frederick, MD. NTD daily system operations, including basic hardware support and security updates to the operating system will be handled by FTA and will not be the responsibility of the contractor. The NTD application shall utilize the DOT Network and Infrastructure, including Active Directory, Exchange Services, Network, Firewalls, and security controls.

The test and development environment shall be wholly supported by the contractor. FTA will supply the hardware for the test and development environment, but shall not supply a location for the test and development environment. The contractor shall house test and development servers at its own facilities. The contractor shall match the testing and development environment to the production and COOP environments as closely as possible. The contractor shall utilize the DOT Infrastructure at their location, using FTA-supplied workstations, network equipment, and telecommunication circuits. The contractor shall also comply with the Federal Desktop Core Configuration for their workstations.

The contractor shall configure, test, and maintain the Continuity of Operations (COOP) environment at the DOT Headquarters Building in Washington, DC to the same standards as the production environment. The contractor shall maintain the COOP site as a "hot site," and shall backup the production systems to the COOP systems daily. The contractor shall provide operational and technical support for annual testing of the COOP servers. The contractor shall maintain a COOP plan at all times, and shall execute this plan in the event of a service disruption.

The contractor shall be responsible for support and problem resolution of the NTD application and NTD Website. The contractor shall use a help desk tracking system approved by FTA for documentation of all support and problem resolution activities. This documentation shall include adequate explanation of the cause and resolution of the issues reported.

The contractor shall ensure that the NTD ORS is available to reporters and FTA staff 24 hours a day, 365 days a year. The contractor shall ensure that the NTD Website is available to reporters, FTA staff, and the general public 24 hours a day, 365 days a year. The contractor shall not allow either the application or the Website to experience more than 120 total hours of outages in any 365-day period due to either flaws in the design of the application or the Website. This time does not include outages due to scheduled and planned upgrades, patches, and improvements to the application and the Website. The contractor shall notify FTA in writing of all planned outages of either system at least one week in advance for routine maintenance.

During all situations where there is an outage or potential outage, the Contractor shall do everything possible to remedy the situation as soon as possible and keep the FTA staff informed of all actions and status. The contractor shall notify FTA in writing of the actual length in minutes of each outage, planned and unplanned, upon the restoration of operations. For any

unplanned outages, the contractor shall submit to FTA an After Action Report within one week of the outage including the following:

- causes of the outage,
- steps taken to resolve the issue; and
- any lessons learned or ways to prevent future outages of this type.

The contractor shall implement multilevel security systems and protect against unauthorized users entering or modifying the system. The contractor shall implement and maintain Secure Socket Layer (SSL) technology for access to the NTD ORS.

The contractor shall maintain a roster of users authorized for access to the NTD, and shall process all requests for new users at the direction of FTA. Access is regularly provided to personnel from transit providers for purposes of reporting, to contractor staff, to FTA staff, and to personnel from State governments for read-only access to submitted data.

The contractor shall implement the requirements for E-Authentication guidelines, which are currently being finalized. Information about the E-Authentication requirements is available at: <http://www.whitehouse.gov/omb/egov/c-5-authent.html>

(2) NTD Website

The contractor shall develop and operate the NTD Website, www.ntdprogram.gov, as a comprehensive source of information on the NTD Program, including, but not limited to:

- NTD Background and History,
- NTD Reporting Manuals,
- Information on the Uniform System of Accounts,
- Information for transit providers on how to apply for an NTD Reporting ID,
- Information on NTD Training,
- Information on how to obtain technical assistance in completing reports,
- Current and Historical Data from all NTD Modules,
- Current and Past Reports from all NTD Modules,
- Frequently Asked Questions (FAQ), and
- Other information relevant to the NTD Program provided by FTA for posting on the Website.

The contractor shall make all documents on the Website available in PDF and HTML formats. The contractor shall make all data series on the Website available in Microsoft Excel format and in delimited format, as directed by FTA.

The contractor shall ensure compliance of the NTD Website with all relevant statutory and administrative requirements, including Section 508 of the Rehabilitation Act of 1973 (29 U.S.C 794(d)). Information on these requirements is available at: <http://www.access-board.gov/>

(3) Information Technology Security Requirements

(a) The Contractor shall be responsible for the Information Technology (IT) security for all NTD Systems, and for all systems operated by or connected to a DOT network, regardless of location. This includes the security of the NTD Website, the NTD databases, and staff workstations. This also includes the hardware, software, and the management, operation, maintenance, programming, and system administration of computer systems. The contractor shall develop and maintain its software applications and operating systems in accordance with:

- the Computer Security Act of 1987 (15 U.S.C. 271 *et seq.*);
- the Clinger-Cohen Act of 1996 (40 U.S.C. 1401(3));
- the Government Information Security Reform Act (GISRA) of 2000 (44 U.S.C. 3531, *et seq.*);
- the Federal Information Security Management Act (FISMA) (44 U.S.C. 3541, *et seq.*);
- the National Institute of Standards and Technology (NIST) Security Guidelines 800 Series;
- DOT Order 1630.2B, Personnel Security Management; and
- the Departmental Information Resource Management Manual (DIRMM), and associated guidelines.

The DIRMM is available at: <http://cio.ost.dot.gov/portal/site/cio/dirmm/index.html>

The NIST Security Guidelines 800 Series are available at:

<http://csrc.nist.gov/publications/PubsSPs.html>

Within 30 days of contract award, the contractor shall develop and provide to the Government for approval, an IT Security Plan which describes the processes and procedures the contractor shall follow in performance of this contract to ensure the appropriate security of IT resources developed, processed, or used under this contract.

(b) The contractor must ensure that the following banners are displayed on all DOT systems (both public and private) operated by the contractor prior to allowing access:

Government Warning

****WARNING**WARNING**WARNING****

Unauthorized access is a violation of U.S. Law and Department of Transportation policy, and may result in criminal or administrative penalties. Users shall not access other user's or system files without proper authority. Absence of access controls IS NOT authorization for access! DOT information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized Department officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by law enforcement and authorized Department officials. Use of this system constitutes consent to such monitoring.

****WARNING**WARNING**WARNING****

(c) The contractor shall incorporate the substance of this subsection on IT Security Requirements into all subcontracts involving the operations, maintenance, or development of IT systems in fulfillment of this contract.

(4) Certification and Accreditation Support

FTA requires the NTD Systems to be certified and accredited at least once every three years, and after any major change to the system or the environment. The contractor shall support FTA's designated representative in the certification and accreditation process whenever it occurs and perform the following tasks:

- Baseline verification for all servers,
- Responding to certification and accreditation questions from examiners,
- Implementing steps required for NTD systems to be certified and accredited,
- Assistance in developing the following documents:
 - System Security Plan,
 - Risk Assessment Report,
 - Standard Test and Evaluation (ST&E),
 - Plan of Action and Milestones,
 - Certification and Accreditation Statement,
 - Contingency Plan,
 - Configuration Management Plan,
 - Hardware/Software Plan, and
 - Rules of Behavior.

(5) NTD Systems Maintenance and Enhancement Review

The contractor shall continually maintain NTD systems, including the Website, databases, the COOP environment, and the overall system architecture. The contractor shall continually monitor the NTD ORS's and the NTD Website's performance and response times. The contractor shall report to FTA whenever response times or performance has decreased by more than 25% from the start of this Contract, or whenever the NTD systems have reached 95% or more of system capacity, and provide FTA with recommendations for improvement.

The contractor shall annually conduct a formal review of, and propose improvements to, the NTD Systems, including the hardware platform, the software platform, the databases, the COOP environment, the NTD Website, the contact documentation system, and the data query tool (once developed and implemented). This review shall include an annual self-assessment of compliance with the Federal IT system requirements mentioned in this Section. This review shall also incorporate:

- results from monitoring NTD ORS and NTD Website performance and response times;
- results of the annual test of the COOP plan; and
- lessons learned from support of the certification and accreditation process.

This review shall also consider:

- the data submission and collection workflow, including the data forms and the e-file system for documentation,
- the NTD ORS on-line help text,
- the automatic pre-submission data validation checks,
- development of appropriate validation checks for the new Rural Module and the recently re-designed Safety & Security Module,
- the data validation workflow,
- the Reporting Manuals,
- the Validation Manuals,
- the contact documentation system, and
- the pre-programmed data reports in the system.

The contractor shall provide the results of this review, and recommendations for improvements based upon this review, to FTA by September 30 each year. Recommendations relating solely to the operations of the Monthly Module or of the Safety & Security Module shall be provided in a supplementary report by February 28 each year. In the first year, the contractor shall conduct a preliminary review, and provide the results of this review, and any proposed improvements, in writing to FTA by December 1.

During the course of each contract year, a team of up to four contractor personnel shall travel to DOT Headquarters located in Washington, DC for six (6) one-day meetings with FTA staff (four (4) quarterly progress meetings and two (2) other meetings to be scheduled as necessary).

CLIN 0002 (0015 if option exercised): ANNUAL NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE (FFP)

The contractor shall provide technical assistance (see Section C.3) for the Annual NTD Module throughout the reporting process to increase the timeliness of and improve the accuracy of NTD reports.

The contractor shall validate the data submitted to the NTD Annual Module (see Section C.4) to ensure that it is complete and accurate.

The following table illustrates a typical cycle of close-out targets for managing the flow of data from the Annual NTD Module to be validated for each report year. The “close-out target” represents the day by which a transit provider’s report should have been presented to FTA for approval of close-out.

Reports Due	Approx. # of Full Reports Expected	Close-Out Targets		
		April 1	May 15	July 20
October 28	300	200	100	0
January 28	100	0	100	0
April 30	200	0	0	200

The contractor shall complete final close-out of all Annual Module NTD Reports by August 15, each year. Final close-out shall mean that FTA has accepted for close-out the NTD reports of all transit providers, including the reports of any transit providers previously presented to FTA for closeout and returned to the contractor for further validation.

The contractor shall submit the final database, along with a memo summarizing decisions on questionable data and any adjustments made to the data, to FTA by August 31. FTA may occasionally request preliminary data from the Annual NTD Module prior to close-out.

CLIN 0003 (0016 if option exercised): MONTHLY NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE (FFP)

The contractor shall provide technical assistance (see Section C.3) for the Monthly NTD Module throughout the reporting process to increase the timeliness of and improve the accuracy of NTD reports.

The contractor shall validate the data submitted to the NTD Monthly Module (see Section C.4) to ensure that it is complete and accurate. The contractor shall validate submitted data within one month of its receipt. The final close-out of each transit provider's monthly data shall be included in the final close-out of the transit provider's annual report.

Each month, FTA updates the Monthly Database files on the NTD Website to reflect data from the most-recently reported month, as well as to reflect any changes or updates to previous months' data. The Monthly Database is comprised of two files, one containing the actual raw data from the NTD Monthly Module, and the other containing data that is adjusted to account for major data anomalies, such as a major change in the method of reporting by certain transit providers reporting to the NTD. The contractor shall update the Monthly Database on the NTD Website.

Each month, FTA has a Conference Call with its Regional Offices to discuss the latest trends in transit ridership, and FTA's progress towards meeting its ridership goals. This Conference Call is supported by a report of ridership data for the Top 150 transit providers, with the data aggregated by mode, transit provider, urbanized area, FTA region, and the Nation as a whole (both as a National Total for the Top 150 and as an urbanized area average from the Top 150). Ridership data is presented based on the increase of ridership over a July to June Fiscal Year. The contractor shall provide a Monthly Ridership Report to FTA by the second business day of each month. These reports must include all available preliminary data from the month two months earlier and validated data for the month before that. For example, on the second business day of April, these reports must include preliminary data for February and validated data for January. The contractor shall also include estimates for any missing data from Top 150 transit providers in the Monthly Ridership Report.

CLIN 0004 (0017 if option exercised): SAFETY & SECURITY NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE (FFP)

The contractor shall provide technical assistance (see Section C.3) for the Safety & Security NTD Module throughout the reporting process to increase the timeliness of, and improve the accuracy of, NTD reports.

The contractor shall validate the data submitted to the NTD Safety & Security Module (see Section C.4) to ensure that it is complete and accurate. The contractor shall validate submitted data within one month of its receipt. The final close-out of each transit provider's Safety & Security data shall be included in the final close-out of the transit provider's annual report.

The contractor shall provide monthly data tables to FTA, summarizing the most recent safety and security reports to the NTD, by the second business day of each month. The contractor shall include in these reports:

- for each mode of each transit provider, a summary of the number of incidents of each type reported, the number of fatalities, the number of injuries, and total property damage;
- for each transit mode and each type of incident, a summary of the number of incidents reported, the number of fatalities, the number of injuries, and total property damage;
- for each transit mode, the reported causes of each reported evacuation and each reported fire;
- for each transit mode, a summary report of collisions, including impact type, point of impact, location type, surface conditions, fatalities, injuries, and total property damage;
- for each rail transit mode, the number of reported derailments of each derailment type;
- for each transit mode, a summary of grade crossing collisions, including grade crossing type, grade crossing features, surface conditions, fatalities, injuries, and total property damage;
- for each transit mode, a summary of incident types and frequencies by day and time of day;
- for each transit mode, a summary of fatalities by cause and characteristics of the deceased; and
- for each transit mode, a summary of the number of security incidents reported of each type.

CLIN 0005 (0018 if option exercised): RURAL NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE (FFP)

The contractor shall provide technical assistance (see Section C.3) for the Rural NTD Module throughout the reporting process to increase the timeliness of and improve the accuracy of NTD reports.

The contractor shall validate the data submitted to the NTD Rural Module (see Section C.4) to ensure that it is complete and accurate.

The contractor shall present all reports from the Rural Module to FTA for close-out by June 30 each year. The contractor shall complete final close-out of all Rural Module NTD Reports by July 15 each year. Final close-out shall mean that FTA has accepted for close-out all Rural Module NTD Reports, including any reports previously presented to FTA for closeout and returned to the contractor for further validation.

The contractor shall submit the final database, the Rural Data Set, and a memo summarizing decisions on questionable data and any adjustments made to the data, to FTA by August 1. This analysis presents a compilation of data on rural transit from the Rural NTD Module and the Annual NTD Module. The base of the Rural Data Set is the subrecipient-level data from the Rural NTD Module. This data is then supplemented by information on rural transit service from

the Annual NTD Module, provided by those transit providers that service both rural and urbanized areas.

FTA may occasionally request preliminary data from the Rural NTD Module prior to close-out.

CLIN 0006 (0019 if option exercised): PRODUCTION OF FORMULA APPORTIONMENT DATA SETS (FFP)

The contractor shall produce audited and validated data sets for FTA to use in the apportionment of funds appropriated by Congress. The apportionment data sets currently consist of:

- (1) Urbanized Area Formula Apportionment Data Set (Section 5307),
- (2) Section 5307 Small Transit and Intensive Cities (STIC) Data Set, and
- (3) Fixed-Guideway Modernization Data Set (Section 5309).

The contractor shall not make these data sets available to the public.

The contractor shall extract from the validated NTD database all data needed to compute each of the data sets. The contractor shall conduct a final review of data discrepancies, data anomalies, incomplete data, uncertified data, and missing data. The contractor shall provide recommendations on how to handle these situations based on information gained during the validation process on the reasonableness of the data. The contractor shall adjust the formula apportionment data set to "hold harmless" certain transit providers identified by FTA in the apportionment, due to the negative impacts of strikes, natural disasters, or other unusual circumstances in the current year's NTD reporting. The contractor shall also adjust the formula apportionment data set, as directed by FTA, to exclude data that was deemed by FTA to be of insufficient quality for inclusion in the apportionment. The contractor shall clearly identify data differences in the apportionment data sets from the NTD.

The contractor shall also conduct a final review to verify changes in fixed guideway information; consistency of reporting from multiple reporters in urbanized areas to detect under- or over-reporting of data; and reporting of Urbanized Area Formula statistics from a reporter in a small urbanized area with service to a large urbanized area.

The contractor shall provide the results of its reviews and its recommendations in a transmittal memorandum for the Formula Apportionment Data Sets. The contractor shall organize this memorandum by urbanized area size and by mode to assist FTA in its review.

The contractor must deliver the Formula Apportionment Data Sets to FTA by August 31 each year.

CLIN 0007 (0020 if option exercised): PRODUCTION OF ANNUAL REPORTS AND UPDATE OF HISTORICAL DATA TABLES (FFP)

The contractor shall annually prepare, expand, and improve the annual NTD reports, based on data from the various NTD Modules. These reports shall include:

- Transit Provider Profiles,

- Transit Data Tables,
- National Transit Summaries and Trends,
- Summary Profile of the 50 Largest Transit Providers, and
- Historical Data Tables.

The contractor shall complete the Transit Profile for a reporter within 10 business days of closing out the data for the reporter, and post that Profile on the NTD Website.

The contractor shall deliver the Data Tables and update the Historical Data Tables for the Annual and Rural NTD Modules to FTA by September 30 each year.

The contractor shall deliver the National Transit Summaries and Trends (NTST) to FTA by September 30 each year. On that date, the contractor shall also deliver to FTA: ten bound, printed, color copies of the National Transit Summaries and Trends; and ten bound, printed, color copies of a compilation of all Transit Profiles for that year.

The contractor shall load the complete set of annual reports and historical data tables for all NTD Modules onto CDs and mail them to all reporters by September 30 each year.

C.2.2 NTD Systems Development, Special Analysis, and Training Workshops (CLINS 0008 – 0013)

For CLINS 0008 – 0013, the exact quantities and deadlines to be delivered shall be determined at a later date. Work orders shall be issued to complete the tasks.

CLIN 0008 (0021 if option is exercised): NTD SYSTEMS DEVELOPMENT (Labor Hour (LH))

FTA's minimum need for NTD Systems Development is for 3,760 labor hours per year. FTA's maximum need is for 9,400 labor hours per year.

The contractor shall update the NTD ORS each year. These system updates are necessary to reflect changing reporting requirements, to clarify existing reporting requirements, to reflect new approaches to ease the reporting burden, and to increase the number and sophistication of automatic validation checks. Systems development must be coordinated with revisions to the relevant Reporting and Validation Manuals. Development and revision of these manuals is an integral part of the systems development process. The contractor shall use their expertise in survey design and methodology to improve the data collection software and documentation for the NTD to increase the quality of data submitted to FTA, reduce the validation workload, and reduce the reporting burden.

The contractor shall conduct all software development and improvement using the Systems Development Life Cycle (SDLC) methodology and using Project Management Institute (PMI) standards, unless some other similar methodology or standards are approved in writing by the COTR.

The contractor shall annually revise the manuals that govern NTD reporting and data processing, and the ORS that executes NTD reporting and data processing. A Reporting Manual currently

exists for each NTD Module. A Validation Manual currently exists for the Annual NTD Module. These manuals shall be updated by the contractor. The contractor shall develop Validation Manuals for the Rural, Monthly, and Safety & Security NTD Modules during the first year of operations. The contractor shall update all of the manuals in each subsequent year of this contract.

The contractor shall make the Reporting Manuals available on the NTD Website. The contractor shall not make the Validation Manual publicly available without FTA's written consent. The contractor shall make preliminary copies of the Manuals available to FTA for review and approval at least two weeks in advance of final delivery. The contractor shall deliver five color, printed, and bound copies of each final manual to FTA each year.

The contractor shall implement revised NTD ORS software for the Annual and Rural NTD Module by July 1 each year, which is the end of the fiscal year for the majority of the first wave of NTD Reporters. The contractor shall deliver, and post on the NTD Website, the final Reporting Manuals for the Annual and Rural NTD Modules by May 31 each year.

The contractor shall deliver to FTA revised NTD ORS software for the Monthly and Safety & Security NTD Modules by October 31 each year, unless the contracting officer directs in writing that the delivery may occur by January 1 of the subsequent year. The contractor shall implement revised NTD ORS software for the Monthly and Safety & Security NTD Module on January 1 each year. The contractor shall deliver and post on the NTD Website the final Reporting Manuals for the Monthly and Safety & Security NTD Modules by October 31 each year, unless the contracting officer directs in writing that delivery may occur by November 30.

FTA anticipates that another major deliverable under this CLIN over the course of this contract will be development efforts to incorporate more automatic validation checks, new automatic data reports, and more interactive features into the Rural NTD Module.

FTA anticipates that another major deliverable under this CLIN over the course of this contract will be a development effort to integrate the Monthly and Annual NTD Modules to reduce reporting burden and data confusion. This would involve removing data fields in the Annual NTD Module that duplicate collections from the Monthly NTD Module, and instead begin requiring these data fields to be reported monthly by the urbanized area NTD reporters.

FTA anticipates that a major deliverable under this CLIN over the course of this contract will be a request to expand the collection of Capital Asset Conditions in the Annual NTD Module. Currently, the Annual NTD Module collects detailed capital asset data on transit vehicle fleets, but not on transit buildings, stations and structures. This additional functionality would expand the Annual NTD Module to include collection of information on the number and purpose of transit of buildings, as well as their age, square footage, replacement cost, and other information, as well as miles of bridges, overpasses, subways, and other structures. This expanded functionality will integrate seamlessly with the Annual NTD Module, be based on the NTD ORS, and shall interface with the NTD Oracle relational database. This CLIN also funds revisions to the Reporting, and Validation Manuals based on the expanded capabilities for Capital Asset Condition Reporting. When this task is assigned, the contractor shall use their expertise in transit capital asset data and experience and expertise in survey design and methodology to develop the specifications for expanded capital asset reporting, design the appropriate updates to the reporting software, and clearly describe the new reporting requirements in writing in the Reporting Manual.

FTA anticipates another major deliverable under this CLIN will be development of a data query tool for the NTD Website. The data query tool must be user friendly, to provide easy access to data by not just transit professionals at transit providers, transit suppliers, transit planners, and transit consultancies, but also to the general public. The data query tool must provide access to data based on a number of identifiers, such as a combination of transit provider, transit mode, type of service, urbanized area, State, or region. The data query tool must provide access to data in time series format, or in comparative format for a number of different data elements. Further specifications for the data query tool will be formulated in conjunction with FTA under this contract.

During the period of performance of this contract, the Census Department may publish new urbanized area definitions, based on data from the 2010 Census. FTA anticipates that incorporating the latest definitions of urbanized areas into the NTD will be another major deliverable under this CLIN.

CLIN 0009 (0022 if option exercised): SPECIAL ANALYSES (L/H)

FTA's minimum need for this CLIN is for 520 labor hours per year of special analysis work for the Annual, Monthly, and Rural NTD Modules. FTA's maximum need is for 2,560 labor hours (about one and a quarter full-time equivalent employees) of special analysis work for the Annual, Monthly, and Rural NTD Modules.

Under this CLIN the contractor shall perform special data analyses based upon data reported to the NTD. The contractor shall use their expertise in transit data of all kinds, as well as their experience with NTD data gained through this contract, to regularly inform FTA of major data issues that may impact the results of requested special analyses. Special analysis requests will often require the contractor to employ expertise in economic regression, seasonal adjustment, data modeling, and cost-benefit analysis. Examples of special analyses that may be conducted under this CLIN are reports on transit fuel consumption, seasonal variations in monthly ridership, reports on the ages of fixed guideways and transit vehicles, and reports on operating cost efficiency. Other examples include reports on the number of transit fires, the number of transit trespassings, and the percent of grade crossing collisions resulting in fatalities.

FTA anticipates that a major special analysis under this CLIN will be the compilation of historical data tables from 1979 to the present for the Annual NTD Module. To complete this special analysis, the contractor shall:

- review data from prior years for consistency and for quality;
- document any definitional changes in the data series, and provide these issues to FTA for a final decision on data continuity; and
- similarly document any other major data consistency and quality issues in the historical data, and provide these issues to FTA for a final decision on data continuity.

FTA anticipates that another major special analysis under this CLIN will be the development of historical data tables for the Rural Module and for the Safety & Security Module.

FTA anticipates that another special analysis under this CLIN will be to create tables based on NTD data for presentation in the Department's biannual Conditions and Performance Report to

Congress, (C&P Report) coauthored by FTA with FHWA. Examples of these requests include information on transit assets (e.g., number of vehicles, stations, maintenance facilities) transit use (e.g., passenger miles traveled, capacity utilization), the provision of transit services (e.g., revenue vehicle miles, directional route miles), transit safety and security (e.g., fatalities, injuries, arrests), and finance (e.g., sources of funding, operating expenditures, capital expenditures).

FTA anticipates that another special analysis under this CLIN will also be to provide a data source for FTA's Transit Economic Requirements Model (TERM) to forecast capital investment requirements presented in the C&P Report.

FTA anticipates that some or all of these requests will also be made in years in which the C&P Report is not formally produced for Congress, as part of its ongoing activities to further develop and improve this report.

Specific details of the types of analyses requested for this CLIN in the past can be found by examining the Transit Sections of the 2006 Conditions and Performance Report at:

<http://www.fhwa.dot.gov/policy/2006cpr/index.htm>

CLIN 0010 (0023 if option exercised): NTD TRAINING WORKSHOP SUPPORT (FFP)

FTA's minimum need is support for 2 workshops per year, and FTA's maximum need is support for 10 workshops per year. Support for the workshop shall consist of sending three contractor personnel, at least one of whom shall be a data analyst, to attend and participate in FTA-organized training sessions around the country. Between 1 and 8 of these workshops will be two day Urbanized Area Workshops, which FTA is currently developing in conjunction with the National Transit Institute. Up to two (2) of these workshops will be one day Rural Workshops. The role of contractor staff in these sessions shall be to answer questions, participate in discussions, and provide a hands-on perspective to the sessions.

CLIN 0011 (0024 if option exercised): SAFETY & SECURITY TRAINING SUPPORT (FFP)

FTA has a recurring need to provide training to reporting personnel from transit providers for the NTD Safety & Security Module. This training is to serve two purposes, (1) to inform veteran reporters of changes to the Safety & Security Module from the previous report year, and (2) to provide new reporters (either new personnel, or personnel from newly reporting transit providers) with the necessary instruction to begin submitting quality NTD Safety & Security reports.

The contractor shall develop a distance-learning system, such as an on-line interactive presentation that would meet the needs for Safety & Security training described above.

CLIN 0012 (0025 if option exercised): COOP IMPLEMENTATION (L/H)

The contractor shall implement the NTD COOP Plan developed under CLIN 0001 whenever necessary to maintain NTD Operations, and then return to normal system operations upon resolution of the problem.

FTA's minimum need for this CLIN is for 50 labor hours per year of effort to maintain preparation for COOP implementation through a full exercise of the capability. FTA's maximum

need is for 500 labor hours of additional staff time in the case of a prolonged emergency requiring COOP implementation.

CLIN 0013 (0026 if option exercised): Travel (NTE)

A NTE amount for travel has been established as follows:

Base period: NTE \$ 102,000.00
Option Period 1: NTE \$ 54,000.00

The Contractor shall obtain approval from the COTR before incurring any such costs that exceed this limit and provide detailed travel expenses in its invoices.

Travel and per diem, if authorized under this contract, shall be reimbursed in accordance with the Federal Travel Regulation currently in effect, 41 CFR Chapters 300-304. Current per diem rates are listed at

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

Travel requirements under this contract shall be met using the most economical form of transportation available. If economy class transportation is not available, the request for payment voucher must be submitted with justification for use of higher class travel indicating dates, times, and flight numbers. All travel shall be scheduled sufficiently in advance to take advantage of offered discount rates, unless otherwise authorized by the Contracting Officer.

C.3 Technical Assistance

CLINs 0002, 0003, 0004, and 0005 (0015, 0016, 0017, 0018 if option exercised) call for the contractor to provide technical assistance to NTD reporters regarding the NTD reporting requirements, as specified by the NTD Reporting Manuals, the Uniform System of Accounts, and the NTD Rule. The term "technical assistance" in each of these CLINs shall incorporate the following:

Technical assistance to NTD reporters shall consist of:

- answering questions from NTD reporters regarding NTD reporting requirements;
- discussing how those requirements apply to the specific situations of NTD reporters;
- assisting NTD reporters in resolving validation issues with their own NTD reports; and
- walking NTD reporters through the completion of their reports upon request, or as necessary to ensure a complete and accurate report from the NTD reporter.

Due to the large amounts of data collected by the NTD, from a wide variety of reporters of all sizes and circumstances, FTA is not able to provide established "scripts" for answering technical assistance questions or assisting NTD reporters with the completion of their reports. The contractor's staff shall develop an expertise with the NTD reporting requirements, as expressed in the Reporting Manuals and in the Uniform System of Accounts, so as to be able to respond to a wide variety of situations requiring technical assistance. Technical assistance requires using a detailed understanding of the NTD reporting requirements to address novel situations and unexpected circumstances.

The contractor shall provide technical assistance to NTD reporters by telephone, by mail, and by electronic means. The contractor shall maintain either a Postal Address or a Post Office Box for the receipt of physical communications from reporting transit providers.

FTA will provide network communication lines and network equipment to the contractor within 90 days of contract award. The contractor must use its own high-speed Internet access to accomplish the requirements of this contract until these arrangements are in place. Once in place, the contractor shall use the government-supplied communication lines and network equipment for performance of work on this contract.

FTA will provide a government e-mail system for NTD communications. The contractor shall use the government e-mail system for all e-mail communications with NTD reporters and all e-mail communications related to NTD with anyone outside of FTA.

The contractor shall ensure that technical assistance is available to NTD reporters between 8am and 8pm Eastern Time. In particular, the contractor shall ensure that NTD reporters from the Pacific Time Zone, Alaska, Hawaii, and US possessions in the Pacific are able to receive technical assistance until 8pm Eastern Time.

The contractor shall respond to inquiries from phone calls, e-mails, faxes, and written letters within one business day of receipt. If a complete response cannot be made within one business day, the contractor shall provide an acknowledgement of receipt and an estimated action time to the contacting party within one business day.

Technical assistance shall also include handling requests for new NTD access accounts, including usernames and passwords. The contractor shall work with mandatory applicants for new NTD ID's to complete the NTD ID application form. The contractor shall also work with voluntary applicants for NTD ID's to complete the NTD ID application form, and to provide any supplementary information requested by FTA to ensure that the voluntary NTD ID applicant is an eligible NTD reporter. The contractor shall then implement FTA's decision on these requests. The processing of NTD ID applications may involve several rounds of communication with the applicant in order to assemble to required documentation. Information on the NTD ID application is found in the NTD Reporting Manuals, available at www.ntdprogram.gov.

Technical assistance shall also include sending reporters appropriate reminder notices, subject to FTA's technical direction. These reminder notices include reminders regarding:

- upcoming report dates;
- completion of unfinished past-due reports;
- correcting deficiencies from past reports; and
- recommendations for avoiding reporting deficiencies.

The contractor shall send reporters written notifications of missed deadlines for the submission of a report. The contractor shall also send reporters written notification of their failure to respond to validation questions. The contractor shall send these notices within one week of the original deadline for the report submission or for the validation issue response.

Technical assistance shall also include preparing draft and final NTD correspondence for signature by FTA staff, and sending this correspondence to their intended recipients. This correspondence includes, but is not limited to:

- approval or denial of NTD Reporting IDs for NTD ID applicants;
- approval or denial of reporting waivers, exemptions, or extensions;
- notifications to the reporters of a “Failure to Report” or a “Failure to Respond to Validation”; and
- close-out letters providing transit providers with a detailed accounting of the final status of their NTD reports for the year.

The contractor shall also provide FTA with a physical mailing list or an electronic mailing list derived from the NTD upon FTA’s request.

All written communications between the contractor and FTA, NTD reporters, or the general public shall be grammatically correct. The contractor shall follow the executive memorandum on plain language, and use plain language in written communications with NTD reporters and the general public, including such written communications drafted for FTA. Detailed information on writing in plain language can be found at www.plainlanguage.gov.

The contractor shall maintain electronic documentation of all external technical assistance contacts regarding NTD business, including contacts with NTD reporters, potential NTD reporters, members of the general public, and State, Local, Tribal or Federal government agencies. This requirement applies to all contacts received by the contractor directly, as well as all contacts routed from FTA or through FTA to the contractor. Documentation of each contact must include, when applicable:

- Means of contact (e.g. phone, e-mail, letter, etc.),
- Date of the contact,
- Time of the contact (for phone and e-mail contacts),
- Contractor personnel involved and outside personnel involved,
- Questions received and responses provided,
- Questions posed by the contractor’s personnel and the response provided,
- Date of resolution of questions, and
- A summary of any other relevant information discussed during the contact.

Examples of contacts that the contractor shall document include, but are not limited to:

- submissions of requests for waivers or extensions;
- the submission of initial or revised reports for all or part of an NTD Module;
- submissions of CEO or auditor certifications;
- submissions of supporting documentation for the NTD report (e.g. information on the calibration of automatic passenger counters (APC’s));
- reminder notices, notifications of failure to report, or close-out letters;
- requests for NTD IDs for new reporters;
- requests for user IDs and passwords for an individual; and

- notifications (such as for Federal Register Notices, new Reporting Manuals, or upcoming training sessions.)

Documentation of contacts with NTD reporters must be kept for three years, unless delivered to FTA sooner than three years due to termination of the contract.

C.4 Data Validation

CLINs 0002, 0003, 0004, and 0005 (0015, 0016, 0017, 0018 if option exercised) provide for the contractor to conduct data validation for each of the NTD Modules, in accordance with the reporting requirements specified by the NTD Reporting Manuals, the Uniform System of Accounts, and the NTD Rule. The term “data validation” in each of these CLINs shall incorporate the following:

The contractor shall make all reasonable efforts to ensure that NTD reporters submit their reports to the NTD, and that the reports submitted to the NTD are complete. If the contractor is unable to resolve omissions in a transit provider’s NTD report, the contractor shall recommend that transit provider to FTA for removal from the NTD.

For each Module, the Contractor shall validate each submitted report to ensure the reasonableness of the data and that each report complies with the reporting requirements specified in the Reporting Manuals and in the Uniform System of Accounts. To guide this process, each year FTA and the Contractor shall agree on a Validation Manual for each Module. The Validation Manual for each Module shall describe the automatic and manual validation checks that will be applied to each submitted NTD report to ensure that the report is complete and that the report represents accurate data in conformance with the guidance in the Uniform System of Accounts and the most recent version of the Reporting Manual. At least 30 days prior to the launch of the Module, the contractor shall provide FTA with a preliminary Validation Manual for the Module, which shall incorporate new automatic and manual validation checks based on lessons learned from the previous year’s validation activities.

Due to the large amounts of data collected by the NTD, from a wide variety of reporters of all sizes and circumstances, FTA is not able to provide established “scripts” for resolving issues that arise during validation. The contractor’s staff must develop an expertise with the NTD reporting requirements, as expressed in the Reporting Manuals and in the Uniform System of Accounts, so as to be able to respond to a wide variety of situations requiring data validation. Data validation requires using a detailed understanding of the NTD reporting requirements to address the underlying data problems, particularly when presented with novel situations and unexpected circumstances.

A report that has been fully validated against the checks in the Validation Manual and is judged by the Contractor to be both reasonable and in compliance with the requirements of the Reporting Manual and the USOA shall be presented to FTA for a “closeout without issues.”

If the Contractor is unable to validate the submitted report in compliance with the Validation Manual, then:

(1) If the contractor judges the report to be complete, truthful and accurate, as supported by either explanations from the transit provider, or as supported by other evidence (e.g. previous years' closeout documentation), for why the data is reasonably outside the ranges of the validation checks, then the contractor shall present the report to FTA for a "closeout without issues."

2) If the contractor finds the report to be complete, but inconclusively accurate, as supported by explanations from the transit provider, then the contractor shall present the report to FTA for a "closeout with issues", with recommendations for:

- data items to be marked as "questionable" in the NTD, if any;
- data items to be excluded from the apportionment data set, if any;
- recommendations for the handling of the reporter's data in the next report year; and
- recommendations to the reporter for obtaining a "closeout without issues" in the next report year.

3) If the contractor finds the report to be incomplete or inaccurate in a number of minor ways, and that the transit provider is unable to provide revised accurate data, then the contractor shall present the report to FTA for a "closeout with issues", with recommendations for:

- data items to be marked as "questionable" in the NTD;
- data items to be excluded from the apportionment data set, if any;
- recommendations for the handling of the reporter's data in the next report year; and
- recommendations to the reporter for obtaining a "closeout without issues" in the next report year.

4) If the contractor finds the report to be incomplete or inaccurate in significant ways, and that the transit provider is unable to provide revised accurate data, the contractor shall recommend that transit provider to FTA for a "closeout with failure to report" and removal from the NTD.

C.5 NTD Data, Software, and Hardware

FTA shall provide all necessary copies and licenses of the software used for the NTD, which currently consists of Oracle, JBoss, and Jasper.

FTA will retain all rights to ownership of the NTD data and the software provided, including all enhancements or development to the NTD system made by the contractor. Upon conclusion of the contract, the contractor shall provide FTA with a copy of the provided software, as modified over the course of this contract. The contractor shall not redistribute the software provided to any other party without FTA's explicit written consent, except as mandated by law. The contractor shall not retain any copies or derivatives of software provided by FTA after expiration of this contract.

Requests for replacement of hardware provided by FTA shall be submitted to the Contracting Officer's Technical Representative (COTR), and shall specify the reason for the replacement request. The contractor shall be responsible for the maintenance of the hardware and software, including the implementation of any software updates and patches.

C.6 Staffing Requirements

The contractor shall identify a Project Manager, who shall be responsible for the performance of the work. The name of the Project Manager, and an alternate or alternates, who must act for the Project Manager when the Project Manager is absent, must be designated in writing to the Contracting officer. The Project Manager must have full authority to act for the Contractor on all matters relating to daily operation of this requirement.

The contractor shall maintain at least three subject matter experts on the staff, one for the Annual and Monthly NTD Modules, one for the Rural NTD Module, and one for the Safety & Security NTD Module. These subject matter experts shall function as quality control specialists for the validation of the data in their respective Modules. The subject matter experts shall have responsibility for identifying transit data validation issues that are not covered by the automatic validation checks. These subject matter experts shall have the lead in preparing the contractor's annual recommendations to FTA under CLIN 0001, Task 5, for improvements to the survey collection methodology in order to increase the accuracy of the reported data and reduce reporting burden.

The contractor shall identify a Technical Lead, who shall be responsible for the performance and maintenance of all hardware and operational activities related to the development and support of the NTD application. The Technical Lead shall be familiar with all the technology involved in the development and support of the NTD system, although the Lead does not need to be fluent in the specific application languages used.

The contractor shall maintain at least one staff member able to fluently speak, read, and write in Spanish for interactions with reporters from Puerto Rico.

SECTION D: PACKAGING AND MARKETING

D.1 Preservation, Packing and Marking

- All packing, packaging and mailing of reports or submittals shall be accomplished in the most economical and efficient manner and in accordance with the best commercial practices.
- All information submitted to the Contracting Officer, the Contracting Officer's Technical Representative (COTR), or the Contract Specialist shall be clearly marked with the name of the organization and Contractor, the contract number and/or modification number as appropriate, work order number, and the identification of the submission.

SECTION E: INSPECTION AND ACCEPTANCE

The following FAR clauses are applicable to this requirement:

52.246-4, Inspection of Services – Fixed Price (AUG 1996)
52.246-6, Inspection – Time and Material and Labor Hour (MAY 2001)

The Contracting Officer or the Contracting Officer's Technical Representative (COTR), at the Department of Transportation, Washington, DC, will perform final inspection and acceptance of all items and services called for by this contract. The Contracting Officer reserves the right to designate other Government agents as authorized representatives upon unilateral written notice to the Contractor, which may be accomplished in the form of a transmittal of a copy of the authorization.

The COTR shall review all deliverables according to the following acceptance criteria:

CLIN 0001 (0014 if option exercised) – NTD SYSTEM OPERATIONS

Acceptance of this CLIN is based on successful operation of the NTD Systems according to the SOW, including meeting the following standards:

- All alterations and improvements to the NTD system architecture (hardware and software) adhered to the established Change Management (Configuration Control Board) and Software Development Life Cycle procedures established by FTA.
- All system problems from NTD users were tracked through an approved help desk reporting system. An adequate explanation of the cause and resolution of all problems has been documented in this system. A summary report of this activity has been submitted to FTA.
- Neither the NTD Online Reporting System (ORS) nor the NTD Website have had more than 120 total hours of unplanned outages during the previous 365 days of contract operation due to flaws the design of the ORS or the Website. An "After Action Report" has been provided to FTA within one week of any unplanned outages.
- FTA has been notified of all planned outages at least one week in advance.
- The contractor has controlled access to the NTD Systems through Secure Socket Layer (SSL) technology, and through maintenance of the roster of authorized system users. The guidelines on E-authentication have been implemented.
- The NTD Website has been found to be compliant with Section 508 of the Rehabilitation Act during the most-recent scan. (FTA may scan the NTD Website for Section 508 compliance at any time.)
- There have been no instances of non-compliance with any Federal IT Security requirements.
- The contractor has supported the Certification and Accreditation of the NTD Systems as directed by FTA.
- The NTD system performance has not degraded more than 25% from the start of the contract and the NTD systems continuously operate at less than 95% capacity; or the contractor has notified FTA of the situation and provided FTA with detailed recommendations for improving system performance.
- The contractor has conducted a formal review of the NTD systems and operations by September 30 (or by December 1 in the base year). A supplementary review of the

Monthly and Safety & Security systems and operations has been completed by February 28. These reviews have been submitted to FTA as a written report, including recommendations for improvement.

CLIN 0002 (0015 if option exercised) – ANNUAL NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE

Acceptance of this CLIN is based on collection of data for the Annual NTD Module in conformance to the requirements of the NTD Rule, the Annual Reporting Manual, and the Uniform System of Accounts, including meeting the following standards:

- FTA has received no more than three customer service complaints regarding the contractor in any given month (across all Modules). A customer service complaint shall be a complaint received by any member of the FTA staff and referred to the COTR regarding the courtesy or professionalism of the contractor's staff responsible for interactions with reporters.
- 95% of the reporters in each report group that have not received an extension have filed complete reports to the Annual Module by the submission deadline. The contractor shall ensure the submission of timely reports through technical assistance and the sending of reminder notices.
- Technical assistance was available to reporters for the Annual Module from 8am to 8pm Eastern Time on regular business days of the Federal Government. Technical assistance provided to reporters was documented according to the SOW.
- 90% of the correspondence items for the Annual Module prepared for FTA each month were free of spelling and grammar errors and conformed to the principles of plain language.
- The contractor provided FTA with a draft Validation Manual for the Annual Module 30 days prior to the launch of the Module.
- For the entire report year, FTA approved 90% of the total cases presented for "closeout without issues," on the first presentation. This means that FTA found completely missed validation checks (in accordance with the Validation Manual), unreasonable data, or inadequate explanation of identified missed validation checks in fewer than 5% of these cases.
- For the entire report year, in 90% of the total cases presented for "closeout with issues", FTA did not find any examples of completely missed validation checks, unreasonable data, or inadequate explanation of identified missed validation checks that are not explained in the closeout letter prepared for FTA.
- The contractor has made adequate progress by completing close-outs within at least 75% of the close-out targets identified in the SOW, pro-rated for the actual number of full reporters expected for the current report year.
- All reporters to the Annual Module were closed-out by August 15.
- The final database has been made available to FTA by August 31. The contractor has submitted a memorandum to FTA summarizing questionable data and data adjustments by August 31.

CLIN 0003 (0016 if option exercised) – MONTHLY NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE

Acceptance of this CLIN is based on collection of data for the Monthly NTD Module in conformance to the requirements of the NTD Rule and the Monthly Reporting Manual, including meeting the following standards:

- 95% of the reporters have filed complete reports to the Monthly Module by the submission deadline. The contractor shall ensure the submission of timely reports through technical assistance and the sending of reminder notices.
- The contractor has provided FTA with a draft Validation Manual for the Monthly Module 30 days prior to the launch of the Module.
- Technical assistance, correspondence, and close-outs for the Monthly Module were conducted concurrently with technical assistance, correspondence, and close-outs for the Annual Module and according to the same standards.
- Each month, the contractor has identified any known missed validation checks or data discrepancies to FTA. During any given month, FTA has found three or fewer instances of completely missed validation checks (in accordance with the Validation Manual) or unreasonable data among data that has been validated by the Contractor.
- The contractor has updated the Monthly Database on the NTD Website and provided FTA with the Monthly Ridership Report by the second business day of each month. Both data products conform to the established specifications.

CLIN 0004 (0017 if option exercised) – SAFETY & SECURITY NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE

Acceptance of this CLIN is based on collection of data for the Monthly NTD Module in conformance to the requirements of the NTD Rule and the Safety & Security Reporting Manual, including meeting the following standards:

- 95% of the reporters have filed complete reports to the Safety & Security Module by the submission deadline. The contractor shall ensure the submission of timely reports through technical assistance and the sending of reminder notices. This measure is based on the filing of the Summary Safety & Security Report each month, in accordance with the Safety & Security Reporting Manual.
- The contractor has provided FTA with a draft Validation Manual for the Safety & Security Module 30 days prior to the launch of the Module.
- Technical assistance was available to reporters for the Safety & Security Module from 8am to 8pm Eastern Time on regular business days of the Federal Government. Technical assistance provided to reporters is documented according to the SOW.
- 90% of the correspondence items for the Safety & Security Module prepared for FTA were free of spelling and grammar errors and conformed to the principles of plain language.
- Close-outs for the Safety & Security Module were conducted concurrently with close-outs for the Annual Module and according to the same standards.
- Each month, the contractor has identified any known missed validation checks or data discrepancies to FTA. During any given month, FTA found three or fewer instances of completely missed validation checks (in accordance with the Validation Manual) or unreasonable data among data that has been validated by the Contractor.

- The contractor has provided monthly reports to FTA from the Safety & Security Module in accordance with the SOW.

CLIN 0005 (0018 if option exercised) – RURAL NTD MODULE: DATA VALIDATION AND TECHNICAL ASSISTANCE

Acceptance of this CLIN is based on collection of data for the Rural NTD Module in conformance to the requirements of the NTD Rule, the Rural Reporting Manual, and the Uniform System of Accounts, including meeting the following standards:

- 95% of the reporters in each report group that have not received an extension have filed complete reports to the Annual Module by the submission deadline. The contractor shall ensure the submission of timely reports through technical assistance and the sending of reminder notices.
- Technical assistance was available to reporters for the Rural Module from 8am to 8pm Eastern Time on regular business days of the Federal Government. Technical assistance provided to reporters was documented according to the SOW.
- 90% of the correspondence items for the Rural Module prepared for FTA each month are free of spelling and grammar errors and conform to the principles of plain language.
- The contractor has provided FTA with a draft Validation Manual for the Rural Module 30 days prior to the launch of the Module.
- For the entire report year, FTA approved 90% of the total cases presented for “closeout without issues,” on the first presentation. This means that FTA found completely missed validation checks (in accordance with the Validation Manual), unreasonable data, or inadequate explanation of identified missed validation checks in fewer than 10% of these cases.
- For the entire report year, in 90% of the total cases presented for “closeout with issues”, FTA did not find any examples of completely missed validation checks, unreasonable data, or inadequate explanation of identified missed validation checks that are not explained in the closeout letter prepared for FTA.
- All reporters to the Rural Module were closed-out by July 15.
- The final database was made available to FTA by August 1. The contractor has submitted a memorandum to FTA summarizing questionable data and data adjustments by August 1.

CLIN 0006 (0019 if option exercised) – PRODUCTION OF FORMULA APPORTIONMENT DATA SETS

Acceptance of this CLIN is based on the production of Formula Apportionment Data Sets according to the specifications provided by law, the SOW, the Annual Reporting Manual, the Uniform System of Accounts, and decisions made on questionable data in the closeout process for the Annual Module, including meeting the following standards:

- FTA finds zero instances of data in the formula apportionment data sets not conforming with decisions made on questionable data, as documented in the closeout letters and the memorandum on questionable data.
- The contractor has delivered the formula apportionment data sets to FTA by August 31.
- The contractor has delivered a memorandum summarizing its final review of the apportionment data sets, and any adjustments made to any of the apportionment data sets from the regular NTD data sets.

CLIN 0007 (0020 if option exercised) – PRODUCTION OF ANNUAL REPORTS AND UPDATE OF HISTORICAL DATA

Acceptance of this CLIN is based on the production of annual reports as described in the SOW, including meeting the following standards:

- Transit profiles for 95% of reporters to the Annual Module were posted on the NTD Website within 10 days of FTA's approval of the closeout for the reporter.
- The data tables were produced and updated according to their specifications by September 30 each year.
- 10 bound, printed, color copies of the National Transit Summaries and Trends (NTST) and the Transit Profiles were delivered to FTA by September 30 each year.
- The data tables, NTST, and transit profiles were mailed by CD to all NTD reporters by September 30 each year.

CLIN 0008 (0021 if option exercised): NTD SYSTEMS DEVELOPMENT

Acceptance is deemed complete when work orders have been completed as ordered and directed by FTA, including meeting the following standards:

- Software development has adhered to the established Change Management (Configuration Control Board) and Software Development Life Cycle procedures established by FTA.
- Revised Reporting Manuals and ORS Software were delivered to FTA and implemented according to the deadlines in the SOW.

CLIN 0009 (0022 if option exercised): SPECIAL ANALYSES

Acceptance is deemed complete when work orders have been completed as ordered and directed by FTA.

CLIN 0010 (0023 if option exercised): NTD TRAINING AND WORKSHOP SUPPORT

Acceptance is deemed complete when work orders have been completed as ordered and directed by FTA, including meeting the following standards:

- The contractor staff is present for and participates in all assigned Training Workshops.

CLIN 0011 (0024 if option exercised): SAFETY & SECURITY TRAINING AND WORKSHOP SUPPORT

Acceptance is deemed complete when work orders have been completed as ordered and directed by FTA.

CLIN 0012 (0025 if option exercised): COOP IMPLEMENTATION

Acceptance is deemed complete when work orders have been completed as ordered and directed by FTA, including meeting the following standards:

- The Contractor implemented the NTD COOP Plan whenever necessary, and then returned the NTD System to normal operations upon resolution of the problem. An exercise in which the COOP implementation plan is executed and deficiencies are documented is held once every year.

SECTION F: DELIVERIES OR PERFORMANCE

F.1 Period of Performance

The period of performance for this effort is:

- one (1) - Twenty-four (24) month base period (November 1, 2008 through October 31, 2010);
- one (1) - Twelve (12) month option period (November 1, 2010 through October 31, 2011).

F.2 Place and Method of Delivery – All CLINs

All documentation and deliverables called for herein shall be made to the Contracting Officer's Technical Representative (COTR) at the following address:

U.S. Department of Transportation
Federal Transit Administration
Office of Budget and Policy
Attention: John D. Giorgis, E52-315
1200 New Jersey Ave, SE
Washington, DC 20590

One copy of each monthly progress report, plus a copy of the transmittal letter shall be furnished to the Contract Specialist at the following address:

U.S. Department of Transportation
Federal Transit Administration
Office of Administration, TAD-40
Attention: Ledra Post
Room E42-318
1200 New Jersey Ave, SE
Washington, DC 20590

F.3 Place of Performance

The NTD production servers shall be housed at a US Department of Transportation site in Frederick, MD.

The NTD Continuity of Operations/Disaster Recovery (COOP/DR) environment shall be at FTA Headquarters at 1200 New Jersey Ave SE in Washington, DC.

The contractor shall provide its own site for the performance of all CLINs, except for the housing of the NTD production servers and the COOP/DR environment.

F.4 Annual Schedule of Deliverables

The following table delineates the annual schedule of deliverables. This table is not exhaustive of all contract requirements, such as those requiring continuous performance (e.g. Section 508 Compliance), but does provide an indication of the NTD production cycle and specific deliverables. Dates are provided for annual deliverables using the first year of the contract as an example.

Date	CLIN	Deliverable	Frequency
November 1, 2008	CLIN 0001	Assume Operations of the NTD	First Year
December 1, 2008	CLIN 0001	Submit IT Security Plan	First Year
December 1, 2008	CLIN 0001	System Maintenance and Enhancement Review	First Year
December 1, 2008	CLIN 0003	Submit Draft Monthly Module Validation Manual	Annually
December 1, 2008	CLIN 0004	Submit Draft Safety & Security Module Validation Manual	Annually
February 28, 2009	CLIN 0001	Annual Review of the Monthly and Safety & Security Modules	Annually
April 1, 2009	CLIN 0002	First Annual Module Closeout Target	Annually
May 15, 2009	CLIN 0002	Second Annual Module Closeout Target	Annually
June 1, 2009	CLIN 0001	Submit Draft Annual Module Validation Manual	Annually
June 1, 2009	CLIN 0005	Submit Draft Rural Validation Manual	Annually
June 30, 2009	CLIN 0005	Rural Module Closeout Target	Annually
July 1, 2009	CLIN 0008	Update Annual and Rural Module Software and Reporting Manuals	Annually
July 15, 2009	CLIN 0005	Final Rural Module Closeout	Annually
July 20, 2009	CLIN 0002	Third Annual Module Closeout Target	Annually
August 15, 2009	CLIN 0002	Final Annual Module Closeout	Monthly
August 31, 2009	CLIN 0002	Deliver of Annual Module Database	Monthly
August 31, 2009	CLIN 0006	Deliver Formula Apportionment Data Sets	Annually
September 1, 2009	CLIN 0005	Deliver Rural Module Database and Rural Data Set	Annually

National Transit Database

September 30, 2009	CLIN 0001	Annual Review of the Annual and Rural Modules	Annually
September 30, 2009	CLIN 0007	Deliver Annual Reports	Annually
September 30, 2009	CLIN 0007	Update Historical Data Tables	Annually
September 30, 2009	CLIN 0007	Mail Annual Reports and Historical Data Tables to Reporters	Annually
October 31, 2009	CLIN 0008	Update Monthly and Safety & Security Module Software and Reporting Manuals, Unless Extended	Annually
2nd Business Day of Month	CLIN 0003	Update Monthly Database	Monthly
2nd Business Day of Month	CLIN 0003	Monthly Ridership Report	Monthly
2nd Business Day of Month	CLIN 0004	Safety & Security Data Tables to FTA	Monthly
Within 10 Days of Closeout	CLIN 0007	Produce Transit Profile and Post on Website	Other
Within 1 Week of an Outage	CLIN 0001	Submit an After Action Report	Other
1 Week in Advance of a Planned Outage	CLIN 0001	Notify FTA of a Planned Outage	Other
In Advance of Changes	CLIN 0001 CLIN 0008	Participate in Configuration Control Board and Document Changes in the Change Management System	Other
As Directed	CLIN 0001	Update NTD Website	Other
As Directed	CLIN 0001	Certification & Accreditation Support	Other
As Directed	CLIN 0001	Security Awareness Training	Other
As Directed	CLIN 0001	COOP Test	Other
By Task Order	CLIN 0009	Special Analyses	Other
By Task Order	CLIN 0010	NTD Training Workshop Support	Other
By Task Order	CLIN 0011	Safety & Security Training Support	Other
As Needed	CLIN 0012	COOP Implementation	Other

SECTION G: CONTRACT ADMINISTRATION DATA

G.1 Contracting Officer (CO) and Contracting Officer's Technical Representative (COTR)

Contracting Officer (CO), TAD-40
James Harper, Jr.
1200 New Jersey Ave. S.E.
4th Floor - East Building
Washington, DC 20590
Phone: 202-366-2490

Contracting Officer's Technical Representative
To Be Completed At Time Of Award.
1200 New Jersey Ave. S.E.
4th Floor - East Building
Washington, DC 20590
Phone:
Email:

Contract Specialist, Ledra Post, TAD-40
1200 New Jersey Ave. S.E.
4th Floor - East Building E42-318
Washington, DC 20590
Phone: 202-366-2502
Email: Ledra.post@dot.gov

The CO will designate the COTR by separate letter to include specific duties. If the contractor believes that any direction received from the COTR is outside the scope of this statement of work, the contractor is to advise the CO or designee immediately. Only the CO is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, and requirements. The CO is the only individual who can legally commit or obligate the funds, extend the period of performance, or other terms and conditions.

In accordance with TAR Clause 1252.242-73 (D), the clause written below in full text, the Contracting Officer cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, appointment, conflict resolutions, etc.) that require the signature of the CO.

Contracting Officer's Technical Representative (OCT 1994), (a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review and/or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract. (b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, etc.) that require the signature of the Contracting Officer.

G.2 Payment

The contractor may invoice monthly for fixed prices stated in Section B of this contract. Invoices shall be submitted in original and one copy to the address stated below, see Section G.5. The contractor shall refer to clause 52.232-25, Prompt Payment, for instructions on submitting invoices. The Government will only reimburse the contractor for direct productive hours for

employee labor. Direct productive labor is defined as those hours the employee is actually engaged in performing work on site. It does not include leave, vacation, holidays or training not required by the Government.

The contractor is cautioned that to be considered proper and preserve your rights to timely payment or interest penalties, a proper invoice includes the following information:

1. Contractor's name, invoice date and number
2. Contract number DTFT60-08-C-00xxx
3. Total amount of current invoice. (shown clearly and prominently on page 1)
4. Signed by an authorized official certifying that the invoiced amounts are proper
5. Taxpayer Identification Number

G.3 Billing Instructions

The Contractor shall submit invoices for payment utilizing Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal," to include supporting documentation for all costs/prices claimed in the performance of this contract. Each voucher shall be numbered serially starting with No.1 for the first voucher. The Standard Form 1034 can be obtained from the "Federal Acquisition Regulations", Part 53-301.1034 (see website at <http://www.arnet.gov/far/>). The Contractor shall submit one copy of all vouchers, INCLUDING THE FINAL VOUCHER (NOTE: Please "MARK" the final voucher "FINAL") to the designated FTA Document Imaging Center noted below:

1. Email address for submission of invoices: FTAINVOICES@faa.gov
Note: No more that 400 pages

(OR)

2. Mail one (1) Invoice marked original
Federal Aviation Administration (FTA Account)
AMZ-150 (Room 149)
P.O. Box 269041
Oklahoma City, OK 73126-69041

(OR)

3. FedEx:
DOT, Federal Aviation Administration (ANF2)
AMZ-150 (FTA Account)
Attn: Accounts Payable (405-954-8269)
6500 S MacArthur Blvd (Room 149)
Oklahoma City, Ok. 73169

Submission of vouchers shall be made monthly. The contract number, FTA Project Number if applicable, and the name of COTR must be stipulated on all vouchers.

G.4 Method of Payment Procedures

Payments under this contract shall be made under the Department of Treasury's Automated Clearing House (ACH) system. Under this system, the funds will be wired (electronically transferred or EFT) to the contractor's financial institution pursuant to FAR 52.232-34. Prior to the submission of Voucher No. 1, the Contractor shall insure that the information contained in the TFS Form 3881, "Payment Information Form-ACH Vendor Payment System," is provided to the Office of Financial Management, TBP-50 (see Block 12 of SF-26). The cover page to the delivery order award should accompany the TFS Form 3881. TFS Form 3881 can be obtained from the Treasury's website at <http://fms.treas.gov/pdf/3881.pdf>.

FTA's designated office for electronic funds transfer information is:

Mailing Address: Federal Transit Administration
Office of Financial Management, TBP-50
1200 New Jersey Ave., 5th Floor - East
Washington, DC 20590
Telephone: 202-366-9748
Person to Contact: Sylvia Davis

G.5 Status of Payments

Contractors can track the status of payments of vouchers through the Department of Treasury's "PAID" System (a system developed by the U.S. Department of the Treasury's Financial Management Service (FMS) to provide participating Federal agencies a method of making remittance information available to vendors through the Internet.) Contractors may register with the Department of Treasury to obtain payment status by logging into: "<http://fms.treas.gov/paid/>"

Any changes shall be submitted in writing to the Contracting Officer. It is the Contractor's responsibility to furnish these changes promptly to avoid payments to erroneous addresses or bank accounts. Failure to provide the requested informational changes *to the Contracting Officer* may result in delays in the payment of vouchers. Any such delays shall be considered the Contractor's responsibility.

G.6 Professional Staffing

In accordance with the Key Personnel stated in the RFP, the Contractor agrees to assign professionally qualified staff to this contract consistent with their proposal. The Government reserves the right to reject personnel it determines to be unqualified.

G.7 Key Personnel

The key personnel assigned to this contract are as follows:

Position	Name	Firm
Project Manager		
Computer Manager		
Transit Program Specialist		
Publication Manager		
Senior Analyst		
Senior Programmer		

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 Access to Sensitive Information

Work under this contract may involve access to sensitive information which shall not be disclosed by the contractor unless authorized by the contracting officer. To protect sensitive information, the contractor shall provide training to any contractor employee authorized access to sensitive information and, upon request of the Government, provide information as to an individual's suitability to have such authorization. Contractor employees found by the Government to be unsuitable or whose employment is deemed contrary to the public interest or inconsistent with the best interest of national security may be prevented from performing work under the particular contract when requested by the contracting officer.

The contractor shall ensure that contractor employees are: (1) citizens of the United States of America or an alien who has been lawfully admitted for permanent residence or employment (indicated by immigration status) as evidenced by Immigration and Naturalization Service documentation; and (2) have background investigations in accordance with DOT Order 1632.2B, Personnel Security Management.

The contractor shall include the above requirements in any subcontract awarded involving access to Government facilities, sensitive information, and/or resources.

Sensitive information is proprietary data or other information that, if subject to unauthorized access, modification, loss or misuse could adversely affect national interest conduct of Federal programs, or privacy of individuals specified in the Privacy Act, but has not been specifically authorized to be kept secret in the interest of national defense or foreign policy under an Executive Order or Act of Congress.

H.2 Security Requirements

The contractor shall ensure that its personnel with privileged access to DOT systems shall have completed background screening at an appropriate level in accordance with DOT regulations, including, but not limited to, Order 1630.2B on Personnel Security Management.

FTA will periodically provide security-awareness and role-based training in DOT IT Security policies and procedures, computer ethics, and information technology rules of behavior and best practices in accordance with DIRMM requirements. The contractor shall ensure that its employees complete this training at FTA's direction.

The contractor shall provide DOT personnel access to the contractor's facilities, installations, operations, documentation, databases and personnel used in performance of the contract. The contractor shall provide this access to the full extent required to carry out a program of IT inspection, investigation and audit; to safeguard against threats and hazards to the integrity, availability and confidentiality of the data; to safeguard against threats and hazards to the function of NTD systems; and to preserve evidence of computer crime.

H.3 Printing

All printing funded by this agreement must be done in conformance with Joint Committee on Printing Regulations as prescribed in 44 U.S.C. Section 501 note/and all applicable Department of Transportation regulations.

H.4 Information Technology

a. Data

All contractor deliverables and tasks as applicable, will be made available digitally and encoded for manipulation by a computer herein after referred to as "data". This contractor data can be a full text document, with or without graphical images. It can also be numeric data, graphical data, or software. It may also be aggregated into a database. The contractor data may be required to be delivered in one or more electronic formats (also called carriers) such as CD-ROM, data file, optical disc, magnetic tape, diskette, or on the web. The contractor may also be required to convert media in order to produce deliverables or perform services for the task order.

Such data may be served or delivered locally or remotely. Locally served data is a "tangible" resource created or mounted locally, i.e. a carrier such as a CD-ROM, tape or diskette that must be inserted into or connected to a computer.

Remotely delivered contractor data items is data that are neither resident on a local carrier nor FTA hosted facility.

b. Databases

The contractor may be required to produce output data in the form of a single, integrated relational data source. FTA may extract data from such databases on a daily or continuous basis using contractor-furnished SQL interfaces or through ODBC, ADO, or other services for remote

users and direct SQL connection for server functions such as data loading. FTA's intent is to allow direct access from many off-the-shelf query and reporting tools such as Oracle Discoverer, Microsoft Access, Microsoft Excel, Crystal Reports, and others. As well as allowing access using Visual Basic, Power Builder, and any other tool supporting an ODBC or ADO/OLE data access method.

The contractor database will reside on an appropriately sized server, running an operating system, sufficient to meet FTA's performance and access requirements. The contractor will add new data sources or access to existing contractor data to be developed on an as-needed basis. An example of this requirement is the maintenance by the contractor of previously integrated data developed by the FTA or contractor with new third party data in order to monitor grantee(s) cost estimate(s) or cost trends.

FTA may require the contractor's databases to include other contractors' data and provide for:
Rapid access for routine FTA queries;

Unplanned FTA queries;

Reliable journalizing, backup capabilities, and the ability to recover from severe hardware and software failures;

Limiting access to only those authorized users performing authorized functions on a table-by-table basis.

c. Software Applications and Operating Systems

FTA has standardized its operations around the Microsoft Office 2000 suite of products and the Windows 2000 operating system. Contractor will produce deliverables in an electronic format and media, suitable for immediate use, without conversion of any type, by the FTA personnel identified as specified by the Government personnel, i.e. COTR and Contracting Officer.

d. Web-based Reporting

As specified in Section C, Statement of Work.

e. General Reporting Requirements

The contractor will deliver data that supports FTA programmatic decisions and determinations. References to contractor data and other forms of contractor deliverables and as applicable services are used interchangeably in this article. General reporting requirements are as specified in Section C, Statement of Work.

H.5 Intellectual Property

All intellectual property produced under this contract, including, but not limited to, all databases (including the data within them), manuals, analyses, reports, and publications produced under this contract, shall be the property of FTA. The contractor shall not exploit any intellectual property produced under this contract, including any intellectual property that is made publicly available, for gain outside of this contract. The contractor shall not retain, beyond the conclusion of this

contract, any copies or derivatives of intellectual property produced under this contract that are not in the public domain.

H.6 Organizational Conflict of Interest

An organizational conflict of interest means that because of other activities or relationships with other persons or entities, a Contractor is unable, or potentially unable to render impartial assistance or advice to the Government, or the Contractor's objectivity in performing the contract work is, or might be otherwise impaired, or the Contractor has an unfair competitive advantage. Organizational Conflict of interest includes situations where the capacity of a Contractor (including the Contractor's executives, directors, consultants, subsidiaries, parent companies or subcontractors) to give impartial, technically sound advice or objective assistance is or may be impaired or may otherwise result in a biased work product because of any past, present or planned interest, financial or otherwise, in organizations regulated by or assisted by DOT or in organizations whose interest may be substantially affected by Departmental activities.

The Contractor is responsible for maintaining and providing up-to-date conflict of interest information to the Contracting Officer. If, after award of this contract, the Contractor discovers a conflict of interest with respect to this contract which could not reasonably have been known prior to award, or if any additional conflicts or potential conflicts arise after award, the Contractor shall give written notice to the Contracting Officer as set forth below.

The Contractor's notice called for in paragraph (b) above shall describe the actual, apparent, or potential conflict of interest, the action(s) the Contractor has taken or proposes to take to avoid or mitigate any conflict, and shall set forth any other information which the Contractor believes would be helpful to the Contracting Officer in analyzing the situation.

The Contractor has the responsibility of formulating and forwarding a proposed mitigation plan to the Contracting Officer, for review and consideration. This responsibility arises when the Contractor first learns of an actual, apparent, or potential conflict of interest. Corporate counsel review of the proposed mitigation plan is necessary to ensure a timely review and final determination by the contracting officer.

If the Contracting Officer in his/her discretion determines that the Contractor's actual, apparent, or potential conflict of interest remains, or the measures proposed are insufficient to avoid or mitigate the conflict, the Contracting Officer will direct a course of action to the Contractor designed to avoid, neutralize, or mitigate the conflict of interest. If the parties fail to reach agreement on a course of action, or if having reached such agreement the Contractor fails to strictly adhere to such agreement during the remaining period of contract performance, the Contracting Officer has the discretion to terminate the contract for default. No determination or decision by the Contracting Officer under this clause shall be reviewable under FAR Clause 52.233-1, "Disputes Clause (JUL 2002)," which is also incorporated by reference herein.

The Contractor's misrepresentation of facts in connection with a conflict of interest reported or a Contractor's failure to disclose a conflict of interest as required shall be a basis for default termination of this contract.

The Contractor shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divestitures that may affect this provision.

Management of conflicts of interest by the Contractor will be a part of performance evaluations.

The Contractor shall insert the substance of this clause in each first tier subcontract that exceeds the simplified acquisition threshold.

H.7 Notification of Conflicts of Interest Regarding Personnel

In addition to the requirements of contract clause H-6 entitled "Organizational Conflicts of Interest," the following provisions with regard to employee personnel performing under this contract shall apply until the earlier of the following two dates: the termination date of the affected employee(s) or the expiration date of the contract.

The Contractor agrees to notify immediately the COTR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding this contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work.

The Contractor agrees to notify the COTR and Contracting Officer prior to incurring costs for that employee's work when an employee may have a personal conflict of interest. In the event that the personal conflict of interest does not become known until after performance on the contract begins, the Contractor shall immediately notify the Contracting Officer of the personal conflict of interest. The Contractor shall continue performance of this contract until notified by the Contracting Officer of the appropriate action to be taken.

The Contractor agrees to insert in any subcontract or consultant agreement placed hereunder provisions which shall conform substantially to the language of this clause, including this paragraph (d), unless otherwise authorized by the Contracting Officer.

H.8 Section 508 Rehabilitation Act Compliance

All electronic and information technology deliverables rendered under this task order must comply with Section 508 of the Rehabilitation Act and the Access Board Standards available for viewing at <http://www.section508.gov>. Unless otherwise indicated, the contraction represents by signature of this contract that all deliverables comply with the Access Board Standards.

In particular, see Standards of Section 508, Part 1194, as appropriate for the products required in this task. Special attention should be paid to Part 1194.22, Web-based intranet and Internet information and applications. These standards can be viewed at <http://www.access-board.gov/sec508/508standards.htm>

H.9 Travel and Per Diem

Travel and Per Diem authorized under this task order shall be reimbursed in accordance with the requirements of FAR 31.205-46 entitled "Travel Cost," and with the Government Travel Regulations (GTR) in effect at the time of travel. Travel by air will be reimbursed at actual not to exceed coach fare. Travel subsistence reimbursement will be authorized under the rates and conditions of the Federal Travel Regulations (FTR) in effect at the time of travel. Throughout the period of performance of this contract, the Government revises the Per Diem rates to reflect changes to these amounts or to the travel regulations. The Per Diem schedule and changes to the travel regulations may be reviewed at <http://www.gsa.gov/>.

If Other Direct Costs are required under this task order, they must be consistent with GSA schedule requirements.

H.10 Post Award Conference

The Government will hold a post award conference within two (2) weeks after contract award or as designated by the Contracting Officer. The Department of Transportation will provide the agenda and will give the Contractor the opportunity to input topics for the agenda. At a minimum, the Government will be represented by the Contracting Officer, the COTR and other personnel. The Contractor shall have equivalent representation at the conference.

SECTION I: CONTRACT CLAUSES

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

The Government may incorporate one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make the full text available. Also the full text of a clause can be accessed electronically at:
<http://www.arnet.gov/far/>

I.1 FEDERAL ACQUISITION REGULATIONS (FAR) CLAUSES INCORPORATED BY REFERENCE

Reference Location	Title	Date
52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions on Subcontractor Sales to the Government	SEP 2006
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	JAN 1997
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	SEP 2007
52.203-13	Contractor Code of Business Ethics	DEC 2007

Reference Location	Title	Date
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	JUL 2006
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	SEP 2006
52.215-2	Audit and Records - Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.217-2	Cancellation Under Multi-Year Contracts	OCT 1997
52.217-8	Option to Extend Contract	NOV 1999
52.217-9	Option to Extend the Term of the Contract	MAR 2000
52.219-6	Notice of Total Small Business Set-Aside	JUN 2003
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.219-28	Post-Award Small Business Program Representation	JUN 2007
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Affirmative Action for Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	SEP 2006
52.222-36	Affirmative Action for Workers with Disabilities	JUN 1998
52.222-37	Employment Reports on Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	SEP 2006
52.222-41	Service Contract Act of 1965, as Amended.	NOV 2007
52.223-5	Pollution Prevention and Right-To-Know Information	AUG 2003
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.224-1	Privacy Act Notification	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	FEB 2006
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	DEC 2007
52.227-14	Rights in Data – General	DEC 2007
52.227-14	Rights in Data – Special Works	DEC 2007
52.229-3	Federal, State and Local Taxes	APR 2003
52.232-1	Payments	APR 1984
52.232-7	Payments Under Time and Materials and Labor –Hour Contracts	FEB 2007
52.232-8	Discounts for Prompt Payment	FEB 2002
52.232-17	Interest	JUN 1996
52.232-18	Availability of Funds	APR 1984
52.232-23	Assignment of Claims	JAN 1986
52.232-25	Prompt Payment	OCT 2003
52.232-32	Performance Based Payments	JAN 2008

Reference Location	Title	Date
52.232-33	Payment by Electronic Funds Transfer -- Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection of Government Buildings, Equipment, and Vegetation	APR 1984
52.237-3	Continuity of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.242-15	Suspension of Work	APR 1984
52.243-1	Changes -- Fixed Price AUG 1987, Alternate II	APR 1984
52.243-3	Changes - Time-and-Materials or Labor-Hours	SEP 2000
52.244-2	Subcontracts	JUN 2007
52.245-1	Government Property	JUN 2007
52.246-4	Inspection of Services- Fixed Price	AUG 1996
52.246-6	Inspection Time and Material Labor Hour	MAY 2001
52.246-25	Limitation of Liability—Services	FEB 1997
52.249-4	Termination for Convenience of the Government (Services) (Short Form).	APR 1984
52.249-8	Default (Fixed Price Supply and Service)	APR 1984
52.252-2	Clauses Incorporated by Reference	FEB 1998
52.253-1	Computer Generated Forms	JAN 1991

I.2 TRANSPORTATION ACQUISITION REGULATIONS (TAR) CLAUSES INCORPORATED BY REFERENCE

Transportation Acquisition Regulations (TAR) clauses begin with “1252” and are available online at: <http://www.dot.gov/ost/m60/tamtar/tar.htm>. Below are the TAR clauses for reference:

1252.242-71	Contractor Testimony	OCT 1994
1252.242-72	Dissemination of Contract Information	OCT 1994
1252.245-70	Government Property Reports	OCT 1994

TRANSPORTATION ACQUISITION REGULATIONS (TAR) CLAUSES INCORPORATED IN FULL TEXT

1252.209-70 DISCLOSURE OF CONFLICTS OF INTEREST OCT 1994

It is the Department of Transportation’s (DOT) policy to award contracts to only those offerors whose objectivity is not impaired because of any related past, present or planned interest, financial or otherwise, in organizations regulated by DOT or in organizations whose interests may be substantially affected by Department activities. Based on this policy:

The offeror shall provide a statement in its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization regulated by DOT, or with an organization whose interests may be substantially affected by Departmental activities, and which is related to the work under this solicitation. The interest(s)

described shall include those of the proposer, its affiliates, proposed consultants, proposed subcontractors and key personnel of any of the above. Past interest shall be limited to within one year of the date of the offeror's technical proposal.

Key personnel shall include any person owning more than 20% interest in the offeror, and the offeror's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action on this contract where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

The offeror shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed contract can be accomplished in an impartial and objective manner.

In the absence of any relevant interest identified in (a) above, the offeror shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The offeror must obtain the same information from potential subcontractors prior to award of a subcontract.

The CO will review the statement submitted and may require additional relevant information from the offeror. All such information, and any other relevant information known to DOT, will be used to determine whether an award to the offeror may create a conflict of interest. If any such conflict of interest is found to exist, the CO may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.

The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If after award the contractor discovers a conflict of interest with respect to the contract awarded as a result of this solicitation, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the CO.

The disclosure shall include a full description of the conflict, a description of the action the contractor has taken, or proposes to take, to avoid or mitigate such conflict. The Contracting Officer may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the Government.

1252.223-73 SEAT BELT USE POLICIES AND PROGRAMS (APR 2005)

In accordance with Executive Order 13043, the contractor is encouraged to adopt and enforce on-the-job seat belt use policies and program for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or for statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle-Up America section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in Washington, DC dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to help with technical assistance, a simple, user-friendly program kit, and an

award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1-(800)-221-0045 or visit its website at www.trafficsafety.org.

1252.237-70 - QUALIFICATIONS OF EMPLOYEES (OCT 1994)

The Contracting Officer may require dismissal from work of those employees which he/she deems incompetent, careless, insubordinate, unsuitable or otherwise objectionable, or whose continued employment he/she deems contrary to the public interest or inconsistent with the best interest of national security. The Contractor shall fill out, and cause each of its employees on the contract work to fill out, for submission to the Government, such forms as may be necessary for security or other reasons. Upon request of the Contracting Officer, the Contractor's employees shall be fingerprinted. Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status.

1252.242-73 - CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (OCT 1994)

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review and/or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the Contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, etc.) that require the signature of the Contracting Officer.

SECTION J – LIST OF ATTACHMENTS
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Attachment 1 – Sample Transit Profile

Attachment 2 – Sample Data Table

**SECTION K – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS
OF OFFERORS OR RESPONDENTS**

FAR 52.204-8 Annual Representations and Certifications (JAN 2006)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **541511**.

(2) The small business size standard is **\$23 million**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

☐ (i) Paragraph (c) applies.

☐ (ii) Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**L.1 Basic Instructions**

Offerors are advised that this requirement has been set aside for small businesses concerns.

Offerors must submit two separate documents for this effort: Volume I – Technical Proposal and Volume II – Price Proposal.

VOLUME I – TECHNICAL PROPOSAL

Volume I – *Technical Proposal* shall demonstrate the offeror's ability to carry out this effort effectively.

The following information shall be included:

- A written description which shall clearly address the evaluation factors specified in Section M as it relates to:
 - 1) Technical Requirements,
 - 2) Available Resources,
 - 3) Project Management Approach, and
 - 4) Past Performance.
- A written description of the organizational capability to support the scope of this project; including staffing arrangements, level of responsibility, and skill levels of key personnel. Resumes shall be submitted for all key personnel and any additional proposed personnel. .
- Offerors shall detail the key personnel assigned to this project. Key personnel shall be knowledgeable, skilled, and possesses recent (within the last five years) hands-on experience relevant to the services required. Resumes shall be submitted for all key personnel and any additional proposed personnel.
- Offerors shall include the names of the key personnel described in the following table:

POSITIONS
Project Manager or Similar Category
Computer Manager or Similar Category
Operation Manager or Similar Category
Transit Program Specialist or Similar Category
Publication Manager or Similar Category
Senior Analyst or Similar Category
Senior Programmers or Similar Category

- Offerors must submit past performance information to include the following:

A minimum of two selected contracts and/or subcontracts of a requirement similar to the requirement being proposed. This list should emphasize contracts that provide evidence of experience relevant to the requirements of this RFP. Offerors that are newly formed entities without prior contracts should list the required information for contracts and subcontracts on similar work that provided evidence of past performance and qualifications of key personnel assigned to this project. Offerors will be evaluated on the degree to which they can show proven ability in timely performance and delivery of the requirements stated herein. Factors to be considered include: quality of the past performance record in conforming to specifications and to the standards of good workmanship, adherence to contract reputation for reasonable and cooperative behavior, commitment to customer satisfaction, and the offeror's business-like concern for the interest of the customer.

A list of references for your organization's performance on these contracts including the following information:

Name of the contracting activity;
Contract number or other contract identifiers;
Total contract value;
Period of contract performance;
Description of work performed;
Name, email address, and telephone number of person for whom the work was performed (referenced work for the Federal government should provide this information for the Contracting Officers Technical Representative);
Indicate whether past performance information for your firm has been uploaded to any Federal Government Past Performance Data Base such as the Past Performance Information Retrieval System (PPIRS) associated with the Contractor Performance System (CPS).

- Offerors shall include any anticipated software needs not previously mentioned in this RFP. Other software needs arising during the time of this contract must be submitted to the COTR in writing.

Volume I has a maximum page limit of sixty (60) (including cover letters, tabs, dividers, graphs, pictures, etc.) Past performance data and resumes are not included in the page limit stated above and shall be inserted as an appendix to the technical proposal.

VOLUME II – PRICE PROPOSAL

- The offeror shall include a labor mix, labor categories, and fixed labor-hour rates for CLINS 0008, 0009, and 0012. Option period pricing should be included. Appropriate descriptions/rates for subcontractors are also required.
- A firm-fixed price shall be submitted for CLINs 0001-0007; 0010; and 0011. Pricing for option period should also be included. In addition, offerors shall include a labor mix and labor categories proposed for the aforementioned fixed-price CLINs.

L.2 Submission of Proposals

All proposals (offers) shall be submitted in the quantities shown below:

- a. **Standard Form 33** – one (1) completed hard copy unbound; with original signature.
- b. **Volume I - Technical Proposal** – The contractor shall submit Volume I via email and submit one (1) original, five (5) hard copies and one (1) CD-ROM copy to the address listed below. **No cost information shall be included or referenced in the Technical Proposal.** The Technical Proposal shall be submitted in PDF, Microsoft Word, Microsoft Excel, or a combination of these formats.
- c. **Volume II - Price Proposal** - The contractor shall submit Volume II via email and submit one (1) original, three (3) hard copies and one (1) CD-ROM copy to the address listed below. Price Proposal must be submitted in Excel Format.
- d. Each Volume shall contain a summary including the RFP title and number, original or copy number, organization name, name and contact information of person(s) having authority to enter into Government contracts, and date of submission. The summary included with Volume II shall also include the organization's Data Universal Numbering System (DUNS) number and Tax Identification Number (TIN).
- e. Each volume of the proposal shall be separately bound in binders that shall permit the volume to lay flat when open (plastic spiral binders are not desired). Staples shall not be used. Tab indexing shall be used to identify all sections within a particular proposal volume, if applicable. There shall be no writing on the tab index page other than that writing necessary to identify the particular section.
- f. All documents must be received at the address identified within this RFP by the time and date prescribed. The Offeror is solely responsible for the timely submission of the proposal materials discussed in this RFP.
- g. All questions related to this solicitation shall be submitted in writing via email to Ms. Ledra Post at Ledra.Post@dot.gov by 03:00 pm EST, on Wednesday, August 20, 2008.

Proposals must be received no later than 03:00 pm EST, on Friday, September 5, 2008.

Proposals must be submitted to:

Hardcopies:

Ledra Post – DOT/FTA TAD-40
1200 New Jersey Ave., SE
4th Floor – East Building (E-42-318)
Washington, DC 20590

-AND-

Electronically:

Ledra.Post@dot.gov

L.3 Oral Presentations

Offerors are advised that the Government may choose to conduct oral presentations as part of the evaluation process. This decision will be made subsequent to receipt of proposals. Upon receipt of proposals, offerors may be invited to make an oral presentation to the Government, if invited to make an oral presentation, offerors will be given at least five (5) day advance notice. A maximum of 35 minutes will be allowed for the offeror to present to the Government information on the staff expertise, transit and system qualifications, resources, and proposed approach to perform the contract. The Government will have a maximum of 25 minutes for questions and answers. The location for the oral presentations if conducted will be at the U.S. Department of Transportation Headquarters, 1200 New Jersey Ave., SE, Washington DC 20590.

SECTION M – EVALUATION FACTORS FOR AWARD

M.1 Basis for Award

Offerors are advised that the Government intends to make award of a contract on the basis of initial proposals without conducting discussions of such proposals. However, the Government reserves the right to conduct discussions if determined to be necessary by the Contracting Officer. Therefore, offerors are advised to submit their most favorable terms and conditions in their initial proposal. If discussions are conducted, they will occur at a time and place designated by the ordering contracting officer. Following the completion of discussions, the contractor will be permitted to submit a revised proposal. The Government intends to make award to the firm, which represents the best value to the Government. The following are the evaluation criteria in descending order of importance:

1. Technical Requirements

(a) Technical Knowledge of the Transit Industry

- Does the contractor's team understand and have expertise in, or demonstrated ability to acquire expertise in each of the following:

- Transit operations and data on transit service and operations,
- Transit financial reports and transit financial data,
- Transit capital assets and transit capital asset data,
- Transit safety and security practices and transit safety and security data,
- Rural transit systems and rural transit data,
- Allocation of FTA funding to transit agencies, particularly formula funding, and
- The broad spectrum of NTD data uses, including by FTA, local transit agencies, state and local governments, DOE, FHWA, EPA, OIG, GAO, APTA, universities, OEM manufacturers, and the general public.

(b) Technical Knowledge of IT Systems

- Does the contractor's team understand and have expertise in, or demonstrated ability to acquire expertise in each of the following:
 - Maintaining, developing, and improving an Oracle database of comparable (or larger) scale to the NTD,
 - Maintaining, developing, and improving an online data collection system, including automatic validation tools,
 - Understanding Federal statutory and administrative requirements for information technology systems, and maintaining compliance with these requirements, including a development and maintenance of an IT Security plan and compliance with Section 508 of the Rehabilitation Act,
 - Development of software in accordance with the Systems Development Lifecycle Methodology and Project Management Institute standards, or similar methodology and standards, and
 - Maintaining, developing, and improving, a public website providing general program information, detailed program reference information, data access, and data query capabilities.

(c) Technical Knowledge of Data Collection

- Does the contractor's team staff understand and have expertise in, or demonstrated ability to acquire expertise in each of the following:
 - Development of reporting manuals and support materials for a comprehensive data collection program, particularly one that is internet-based,
 - Validating extensive, comprehensive data sets, and
 - Producing data tables and reports from large data sets.

(d) Technical Approach

- What is the contractor's approach for improving its technical knowledge during the period of performance of this contract, particularly in any areas of 1(a), 1(b), or 1(c) above where it feels that it may particularly have room for improvement?
- What is the contractor's approach for using the technical knowledge at its disposal, and implementing this knowledge across the various stages of NTD operations, including

technical assistance, data validation, data analysis, production of data tables and reports, and annual improvements to the ORS and Reporting Manuals?

- What is the contractor's approach for maintaining the technical knowledge of its general staff and its key personnel over the course of this contract, including the option period?

2. Available Resources, including Offerors Capability

(a) Staff Resources

- Does this contractor's team have demonstrated technical knowledge of the transit industry and transit data, including subject matter experts for the Annual and Monthly NTD Modules, the Safety & Security NTD Module, and the Rural NTD Module?
- Is there sufficient staff to handle technical assistance and data validation for over 650 reports to the Annual, Monthly, and Safety & Security NTD Modules, as well as annual reports from State, Territorial, and Tribal governments on behalf of over 1600 rural transit agencies?
- Does this team possess the expertise, or the ability to acquire the expertise, to work with large data sets, evaluate raw historical data, produce statistically sound analyses, and to present the results of these analyses to general audiences?
- Is there sufficient staff to maintain the operations of the NTD systems and Website 24 hours a day and 365 days a year, and to implement the COOP whenever needed?
- Does the contractor have the resources to add additional staff to complete task orders under the indefinite deliverable CLINs, particularly for software development and special analyses, if necessary?

(b) Facility Resources

- Does the contractor's facility have the resources to perform NTD data collection, technical assistance, and validation for all NTD modules?
- Does the contractor's facility have the resources to conduct NTD software development, update and develop the various NTD Manuals, and produce NTD data analyses, reports, and data tables?
- Can the contractor maintain the NTD's production systems in Frederick, conduct the necessary backups of NTD systems and data, maintain the NTD's COOP site in Washington?

(c) Publishing Resources

- Does the contractor have the resources to produce the print copies of the NTD Manuals as required?
- Does the contractor have the resources to produce the various NTD Manuals and Reports on CD and mail them to the reporters?

3. Project Management Approach

- The project involves database management, operations of a website and online data collection system, software development, technical assistance, data validation, data analysis, the publication of manuals, and the handling of communications for a program with hundreds of stakeholders. Can the contractor manage such a project?
- Can the contractor take over such a complex and multi-faceted project and manage a seamless transition of operations on November 1, 2008?
- Can the contractor handle overlapping production cycles? For example, the production cycle for the Annual NTD Module includes validating and analyzing data from the previous year, collecting data for the current year, and developing software and materials for the following year; and the production cycle for the Annual Module is a fiscal year basis, which overlaps with the calendar year production cycles for the Monthly and Safety & Security Modules.

4. Past Performance

Proposals will be evaluated on the relevance and quality of the past performance of the offeror as it relates to the probability of successful accomplishment of work in accordance with the SOW, including:

- The offeror's experience in performing services similar to those identified in the SOW
- Records of conformance to standards of good workmanship
- Records of adherence to contract schedule (including the administrative aspects of performance)
- Records of commitment to customer satisfaction
- Quality of past services and products provided

5. Price

(a) Total Price - FTA will evaluate the total terms of price provided, including prices for the base period and for the option years, and prices for the definite and indefinite deliverables.

(b) Risk - FTA will also consider the amount of price risk to be born by FTA in the offeror's proposal.

(c) Realism and Reasonableness - FTA will also evaluate the price provided to verify the offeror's understanding of the solicitation requirements, and to assess the degree to which the

proposed prices accurately reflect the effort described in the technical proposal to fulfill the solicitation requirements.

M.2 Order of Factors within Stated Evaluation Criterion

Within the *Technical Requirements* criterion, the four factors of *Technical Knowledge of the Transit Industry*, *Technical Knowledge of IT Systems*; *Technical Knowledge of Data Collection*; and *Technical Approach* will have approximately equal importance.

Within the *Available Resources* criterion, the most important factor will be *Staff Resources*, with *Facility Resources* a moderately important factor. *Publishing Resources* will be a less important factor within this criterion.

Within the *Project Management* criterion, the first two factors regarding overall project management and handling the transition will be most important, whereas the ability to handle overlapping production cycles will be less important.

The importance of the *Price* criterion will increase with the degree of equality in the other criteria, as price will then become a larger determinant of “best value” to the Government.